DOCUMENT RESUME

ED 335 045 IR 053 673

AUTHOR Rebizant, Sandra; Beattie, Norman
TITLE Using Libraries and Their Resources. Secretary, Clerical Bookkeeping. COMPAC OA03.
INSTITUTION Red River Community Coll. (Manitoba).
PUB DATE 90
NOTE 98p.
PUB TYPE Guides - Classroom Use - Instructional Materials (For Learner) (051) -- Tests/Evaluation Instruments (160)

EDRS PRICE MF01/PC04 Plus Postage.
DESCRIPTORS Academic Libraries; Clerical Occupations; Community Colleges; Computer Output Microfilm; *Course Integrated Library Instruction; Foreign Countries; *Learning Activities; Learning Modules; *Library Catalogs; *Library Services; Library Skills; *Online Catalogs; *Search Strategies; Two Year Colleges
IDENTIFIERS Red River Community College MB

ABSTRACT

Designed for use by students in the Secretary, Clerical Bookkeeping Course at Red River Community College (RRCC) in Manitoba, this learning module begins by stating the general learning objective--Use library skills and services--and seven specific learning objectives (SLOs). An information sheet or manual and progress checks are provided for each SLO and practice exercises are included where appropriate. Topics covered are: (1) Libraries and Their Resources; (2) A Library "Walking Tour"; (3) Call Numbers; (4) Use BROWSE ONLINE, the RRCC Library's online catalogue; (5) Using BROWSE-COM, a computer-output microfiche catalogue generated from the BROWSE ONLINE computer tapes twice a year; and (6-7) Read and translate media codes in BROWSE ONLINE and BROWSE-COM displays. Three knowledge tests are appended and answer keys are included for all of the tests. (BBM)

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ED335045

Manitoba Community Colleges

COURSE: SECRETARY, CLERICAL BOOKKEEPING

SKILL AREA: LIFE SKILLS

COMPETENCY: USING LIBRARIES AND THEIR RESOURCES

TIME: 6 HOURS

PREREQUISITES: NONE

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RATIONALE: Students need to be familiar with the Red River Community College Library in order to locate material needed for assignments. Beyond this, a general knowledge of what sort of information libraries contain and the kinds of services they offer is an asset in the work environment.

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GENERAL LEARNING OBJECTIVE

Use library skills and services

SPECIFIC LEARNING OBJECTIVES:

1. Recognize different kinds of resources and services provided by libraries.
2. Identify the location of resources in the Red River Community College Library.
3. Read and translate call numbers.
4. Use BROWSE.
5. Use BROWSE-COM.
6. Read and translate media codes.
7. Read and translate location codes.

EVALUATION: Written test(s)

SPECIFIC LEARNING OBJECTIVE 1
SLO 1: Recognize different kinds of resources and services provided by libraries

LEARNING ACTIVITIES FOR SLO 1	
LEARNING ACTIVITY	**RESOURCE**
1. Read Information Sheet #1 on Libraries and Their Services.	1. This Compac
2. View slide/tape "The Red River Community College Library" and arrange for a library tour.	2. View in Library
3. Do Progress Check.	3. This Compac

INFORMATION SHEET #1: LIBRARIES AND THEIR SERVICES

INTRODUCTION

Why learn about libraries?

In your job, you may be called on to find information for your employer--for example, the address of some out-of-town company, a quotation for a speech, or a dictionary definition. You may be asked to track down a copy of a book or magazine article that the boss wants to read. Or you may find that you have to go back to school and take additional courses in order to be eligible for promotion or advancement. For these reasons, you should know something about libraries and how they work.

Although this information sheet is geared to the Red River Community College Library, it describes some of the services that are commonly provided by all types of libraries--for example, your local public library or the library in your place of work.

Policies vary from library to library, so you should check to see what specific services your own library can provide. This information sheet will give you an idea of what questions to ask.

MATERIALS

When people think of libraries, they usually think of books; but nowadays libraries contain a lot of other things as well. Librarians use the word "materials" as a general term to cover everything you are likely to find on library shelves.

Here are some of the different "materials" we have in the Library: Books, films, filmstrips, videotapes, maps, magazines, newspapers, clippings, pamphlets, computer programs, college calendars, cassette tapes, slide/tapes, company annual reports, government publications.

LOAN PERIODS

Libraries set limits on the length of time you can borrow an item and on the number of items you can borrow at one time. These limits are designed to give everyone a fair chance to borrow materials, and to prevent certain borrowers from hogging items that other people also need.

Borrowing limits differ from library to library; limits are usually more restrictive in small libraries, which may have

only a few books on any given subject, and less restrictive in large libraries. Some research libraries are for reference only and will not loan out any materials at all.

Borrowing limits also differ depending on the type of material being loaned. A large book which may take the average person many days to read will usually have a longer loan period than a small pamphlet which can be read in an hour or two. Items in heavy demand may be put on short-term loan until the demand slows down (see **RESERVE**, below).

The following loan periods (borrowing limits) apply to different materials in the RRCC Library:

Books: Up to ten books and/or cassette tapes at a time may be borrowed for three weeks. If nobody has put a "hold" on a book (see **HOLDS**, below), the loan can be renewed for a further three weeks. If after three weeks there are still no holds, the loan may be renewed a second time.

Periodicals (magazines, newspapers, etc.): Issues from this year or last year cannot be borrowed, but older issues may be borrowed for one week. Three issues may be borrowed at a time. There are no renewals.

Audiovisual materials (cassette tapes, videotapes, films, etc.): Cassette tapes are shelved with books in the main stacks and have the same three week loan period. Tape players may be borrowed from the Audiovisual Distribution Section office.

All other AV materials are for classroom or library use only; see **AUDIOVISUAL MATERIALS**, below.

RESERVE

When instructors assign readings from books or magazines that have only one or two copies in the library, these items are usually put "on reserve."

Reserve loan periods are quite short--a week, two days, overnight, or two hours, depending on what the instructor requests. Items with loan periods of LESS than two days are kept behind the Circulation Desk and have "Reserve" as their location code. Items with longer loan periods are shelved in the main stacks and have the location code "Reserve Main Stacks."

HOLDS

If the "NOT AVAILABLE" message appears on the BROWSE screen next to the item you want, it is probably out on loan. You can have a hold put on the item at either the Circulation Desk or

the Information Desk. When the book is returned, you will be notified by mail or phone. The book will be held for you at the Circulation Desk for up to ten days.

If the book has not been checked out, we will look for it in the library and notify you when it is found.

AUDIOVISUAL MATERIALS

"Audiovisual materials" include items like films, videotapes, or cassette tapes that you view or listen to by means of projectors, television sets, tape recorders, or similar equipment.

Students are allowed to borrow cassette tapes (shelved in the main stacks) and tape players to take home. All other audiovisual material (and the equipment for using it) may be borrowed for classroom use only. Students are required to present their student identification cards and give both the name of the instructor teaching the class and the number of the classroom in which the material is to be used. Material and equipment must be returned on the same day as they are borrowed, unless special arrangements have been made with the Audiovisual Supervisor.

Films, projectors, videotapes, and videotape players are all in heavy demand, so to ensure that these are available when you need them, book them in advance at the Audiovisual Distribution Section office.

We also consider computer program disks as audiovisual material; however, these programs are only for use in the Bit'r End (the Library's microcomputer lab).

INFORMATION AND REFERENCE

Why ask for help?

When you can't find what you are looking for in a library, ask for help at the Information Desk (or "Reference Desk," as it is called in some libraries). Although all libraries have some sort of catalogue which tells you where to look for books and other items, it is never enough just to "look in the catalogue." For one thing, the catalogue might list items under a different subject heading from the one you looked under. For another thing, catalogues seldom list everything that's available in the library. Magazine articles, for example, have to be found by using periodical indexes.

For these reasons, it is very important to ask for help when you get stuck. Information desk staff can help you find the right subject heading to look under in the catalogue, or show

you how to use periodical indexes, or advise you about sources of information that you may not be aware of, or (if the library actually doesn't have the information you want) tell you where else you might be able to find the information locally.

Libraries contain so many sources of information that not even the staff can be fully aware of them all. Your instructor or other students in your class may be able to recommend useful books or articles that the library staff doesn't know about. However, when you run into research problems, the Information Desk is the **first** place you should go to for help.

TELEPHONE REFERENCE

If you want to know whether or not we have a book or other item in RRCC Library, we will tell you over the phone. If you want an out-of-town address, or the spelling of a word, or the population of Mozambique, we will try to give that to you too. Most libraries will answer specific, factual questions provided they don't require too much research or time. However, "too much" is a very flexible concept, and the type of response you get depends on a lot of unpredictable factors--who you are talking to, how busy they are, how persuasive you are, and so on.

There is only one sure way to find out if a library will give you the information you want: Phone up and ask! (Incidentally, our Information Desk number is 632-2233.)

USING OTHER LIBRARIES

If a book or magazine article is not available in our library, it may be available at some other library in the city. We have microfiche catalogues covering the book holdings of the Winnipeg Public Library and University of Manitoba libraries from about 1980 to date. We also have a list covering about 60 Winnipeg libraries that tells who subscribes to what magazines and newspapers.

As a Red River Community College student, you may borrow books from both the University of Manitoba libraries and the University of Winnipeg Library. If you are a resident of Winnipeg, you may borrow books from any branch of the Winnipeg Public Library system.

Other libraries--such as company libraries or libraries in government departments--may not let you borrow items, but they will usually let you use or photocopy information in the

library. If you are going to one of these "special" libraries in search of a magazine article, it is a good idea to phone ahead of time to make sure that they actually have what you want, that someone is available to help you, and that you are not inconveniencing them in any way.

These libraries are not really obliged to help people outside of their own customers, though most of them do this as a public service.

INTERLIBRARY LOAN

If the book or article you need is not available in Winnipeg, or if for some reason you cannot get access to it yourself, you can still take advantage of our Interlibrary Loan service. We can usually track down books and magazine articles and borrow them from other libraries outside Manitoba if the item cannot be found locally. The disadvantage of this service is that it relies on the mail and can take a long time--weeks or months in some cases. So it is not really helpful if you need information immediately.

MICROCOMPUTER LAB

The RRCC Library also contains a microcomputer lab called "The Bit'r End," where several IBM microcomputers are available for student use. Word processing, database management and other computer programs are located in the Audiovisual Distribution Section Office, and an instructor is in the lab during the day to help students with computers and/or programs.

Reservations

To ensure that a microcomputer is available when you want to use it, you may reserve one for up to 2 hours a day. You do this by signing your name on one of the reservation sheets posted in the Bit'r End.

Reservations must be made at least one day in advance. However, machines that are not reserved can be used on a first-come, first-served basis.

PHOTOCOPYING

The photocopiers in the Library are intended for copying from books and other items which for one reason or another cannot be borrowed. The photocopiers are NOT intended for copying notes or other personal material.

The cost per copy is 10 cents a page. "Debit cards" can be purchased at the Circulation Desk or from the Student Copying Service in Room DM-19. Debit cards allow you to make 11 copies for $1.00. The copiers will make change for quarters,

but not loonies. You will have to use the change machine in the Buffalo Cafeteria to break bills as we do not provide change in the Library.

Problems

Notify staff at the Information Desk or Circulation Desk if anything goes wrong with the photocopiers. We will refill the copiers with paper or toner, or notify the Student Copying Service if additional servicing is required. If you have lost money in the copier, notify the Student Copying Service.

If the photocopier breaks down, you can borrow reference material and take it to the Student Copying Service. Leave your student card at the Circulation Desk; the card will be returned when you come back with the reference material.

Student Copying Service

If you have notes or other personal material to copy, you can drop it off in Room DM-19 (next door to the Student Association office) and pick it up later. Copy quality tends to be better than what you get from coin operated machines, and you don't have to bring change or stand in line.

The Student Copying Service will also make overhead transparencies from your own original artwork, photocopies, or books. Transparencies are photocopies made on transparent plastic sheets instead of paper. They are projected onto a screen by means of an overhead projector.

PROGRESS CHECK FOR SLO 1

1. Where is the first place you should go to ask for help in using the library? (Circle the correct letter or letters)

(A) A friend who has been to the library more often than you.
(B) Library staff at the Information Desk.
(C) Your instructor.
(D) All of the above.

2. List 4 different types of materials other than books and films which are found in the RRCC Library.

1. _____

2. _____

3. _____

4. _____

3. Most of the materials in the RRCC Library are shelved according to: (Circle the correct letter or letters)

(A) The order in which the Library receives them.
(B) Call number.
(C) Size.
(D) None of the above.

4. The RRCC Library's photocopier is for: (Circle the correct letter or letters)

(A) Copying library material only
(B) Copying your class notes
(C) Making overhead transparencies
(D) All of the above

5. "The Bit'r End" is: (Circle the correct letter or letters)

(A) The name of campus variety store in Building C
(B) The name of Microcomputer Lab in the RRCC Library
(C) The name of the RRCC student newspaper
(D) None of the above

ANSWERS TO PROGRESS CHECK FOR SLO 1

1. (B) Library staff at the Information Desk.

2. Any four of the following are acceptable as answers:

Cassette tapes	Maps
Clippings	Microfiche
College calendars	Microfilm
Company annual reports	Newspapers
Computer programs	Pamphlets
Filmstrips	Slide/tapes
Government publications	Transparencies
Kits	Videodiscs
Magazines	Videotapes

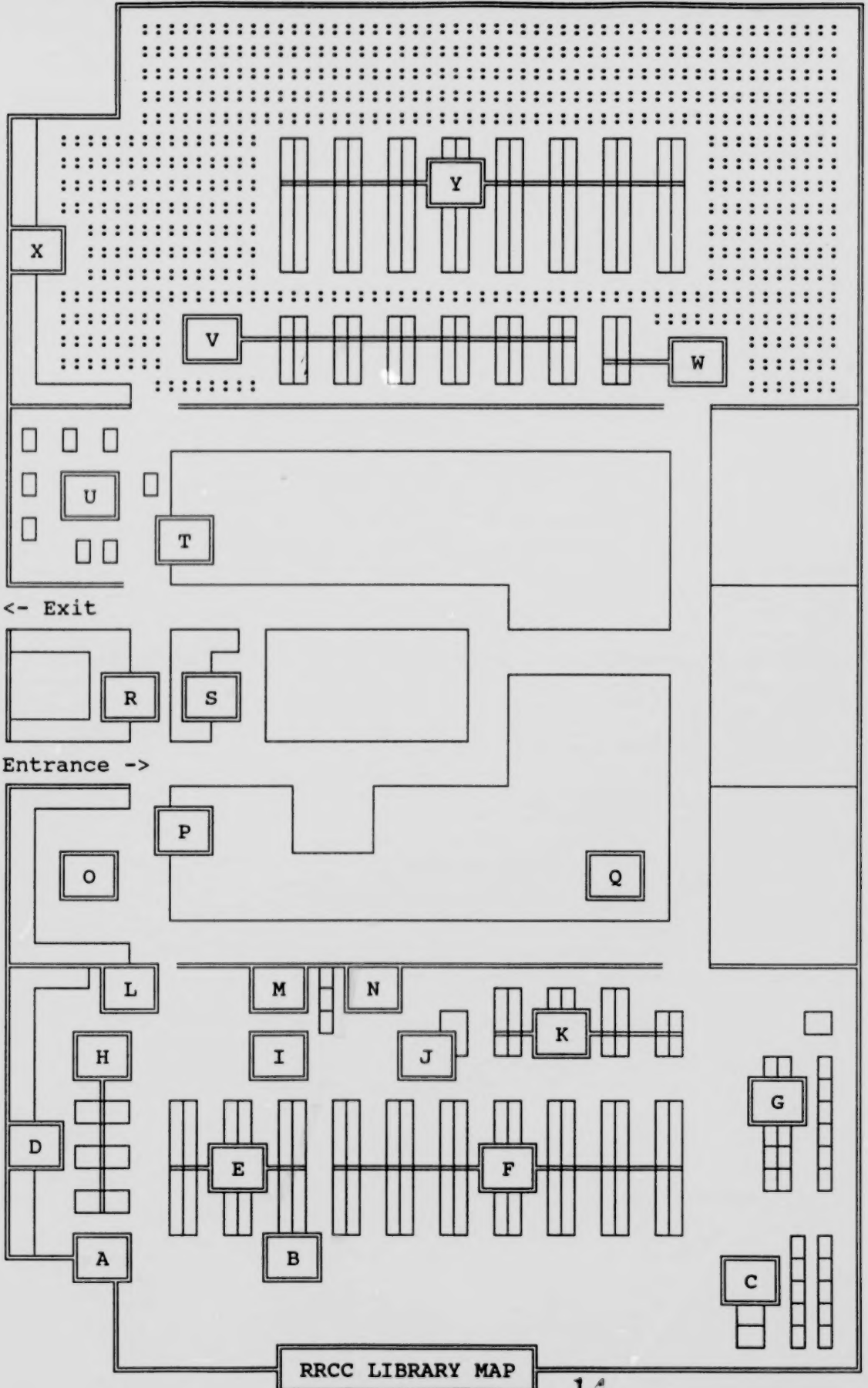
3. (B) Call number.

4. (A) Copying library material only.

5. (B) The name of Microcomputer Lab in the RRCC Library.

SPECIFIC LEARNING OBJECTIVE 2
SLO 2: Identify location of resources in the RRCC Library

LEARNING ACTIVITIES FOR SLO 2	
LEARNING ACTIVITY	**RESOURCE**
1. Go to the RRCC Library and, using the map on the next page as a guide, visit all the areas described in Information Sheet #2. Read the descriptions and examine the area, feature or service described.	1. This Compac
2. Do Progress Check.	2. This Compac



RRCC LIBRARY MAP

INFORMATION SHEET #2: A LIBRARY "WALKING TOUR"

The boxed letters refer to locations on the RRCC Library map on the opposite page. When doing your "walking tour" of the library, you can visit each area in whatever order you please. However, you will probably find that the map is easier to follow if you start at the north end of the Library -- the bottom of the map -- and work toward the top.

A The **Company Information File** contains annual reports from about 600 Canadian companies. The reports are filed alphabetically by the name of the company and are listed in BROWSE.

B **Over-size Reference** books are shelved in a pair of atlas stands on the north end of the Reference collection (map location "E"). Over-size Reference books include atlases and any other large-format books that are too big to go on ordinary bookshelves.

C The "Bit'r End" is the name of the **Microcomputer lab** in the RRCC library. Students can book time on the microcomputers to work on their own. Staff from the Tutorial Centre are available during the day to give help and software is available from the Audiovisual Distribution Section Office (map location "Q").

D All of our **Current Periodicals** (except newspapers) are shelved by title across the front of the library on sloping display shelves. One set of these shelves, containing periodicals whose titles begin with the letters A through J, are located on the north side of the library. Another set of shelves, containing periodicals from J to Z, is located on the south side of the library (map location "X"). The latest issue we have received is displayed on the shelf. If you swing the shelf up and look underneath, you will find earlier issues going back for several months.

E The **Reference Collection** occupies the first three rows of bookshelves on the north side of the Library. Reference books are books that are kept in the library for reference only -- they can't normally be taken out. They include books like encyclopedias, large dictionaries, almanacs and similar items which people would consult for specific information rather than reading from cover to cover. These books all have the code letters "Ref" at the beginning of their call numbers.

F Most of the books in the RRCC Library are located in the **Main Stacks** ("stacks" is a library term for bookshelves). Half of the Main

Stacks, containing books with call numbers beginning with letters from A to P, are located on the north side of the Library. Books with call numbers beginning with letters from Q to Z are located in the other half of the Main Stacks on the south side of the Library (map location "Y").

G The **Audiovisual Carrels** contain projectors and other equipment for viewing or listening to videotapes, films, or other audiovisual materials. A carrel is a kind of desk or table enclosed by partitions for the sake of privacy.

H The **Index Tables** contain about 20 different periodical indexes, each of which covers a different subject (such as technology, education, business, etc.). By looking up a topic in one of these index volumes, you will see a list of all articles published on that topic in a hundred or more magazines and journals during the course of a year.

Each index table has a yellow box containing a copy of the RRCC Library's Periodicals List, which lists all our magazines, journals, and newspapers. The first part of the Periodicals List is alphabetical by title and the second part lists periodicals by subject.

The Periodical List tells how far back our holdings go, whether or not we still subscribe to a periodical, and whether or not the periodical is available on microfilm.

I The **Directory Collection** contains telephone books for major Canadian cities, as well as the Manitoba provincial telephone directory.

In the same area, at the south end of the Reference Collection (map location "E") are the **Current Newspaper racks.** The racks hold the latest issues of about a dozen newspapers -- the Winnipeg Free Press and the Winnipeg Sun, and papers from other Canadian cities. In most cases we keep only about four months of back issues. In the case of the Free Press, the Toronto Globe and Mail and the Financial Post we also have older back issues on microfilm.

J Most of our **children's books** are located on a set of shelves near the Audiovisual Stacks (map location "K.") The call numbers of these books all begin with the code letters "Juv" (for "Juvenile.")

K The **Audiovisual Stacks** contain most of our "AV" or "audiovisual" items, such as videotapes, filmstrips, and slides. Cassette tapes are shelved in the mains stacks with the books.

Films and computer programs are located in the Audiovisual Distribution Section Office (map location "Q"), while certain other audiovisual items are held in one or another of the Learning Centres in the College. Items in the Audiovisual Stacks have call numbers beginning with a "media code" that indicates what kind of an item it is -- for example, "Vtr" is the media code for videotape recordings, and "Fsp" is the media code for filmstrips. The media code is ignored for shelving purposes; items in the Audiovisual Stacks are shelved according to the part of the number that comes after the media code.

L The **Map Collection** is in a bin on wheels under a large table. The collection contains economic, administrative and political maps related to Manitoba, as well as maps of major cities in Canada and the U.S. Maps may be borrowed for seven days.

M The two **photocopiers** in this area are for copying library materials only. If you have notes or personal papers you want to copy, take them to the Student Copying Service in Room DM-19 (near the Student Association Office). Copies are 10 cents a page. You can get change for bills from the bill-changing machines outside the Buffalo cafeteria, or in the Cave lunch room, or from the Student Copying Service.

A paper cutter and a pencil sharpener are all located on a table next to the photocopiers.

N Cabinets containing microfilmed periodicals are located in the **Microform Area**. Microfilm and microfiche readers are also located in this area.

Microfilm is really a kind of filmstrip containing pictures of magazine pages. Microfilm saves space and preserves items that might otherwise be lost, stolen or mutilated if they were in paper format.

Periodicals on microfilm are stored alphabetically by title in the cabinets. Each reel of microfilm usually contains about a year's issues of a magazine, depending on how many issues come out in a year and how many pages long each issue is.

Microfilm and microfiche readers project the image of each page on a screen so you can read it. We also have a "reader printer" which makes photocopies from microfilm or microfiche. If you need help using microfilm readers or the reader printer, ask at the Information Desk.

O **The Goverment Publications** area contains several collections of special items. **Federal government publications** are located on the south wall of the area and the two adjacent counter-height shelving units.

They are shelved in light blue boxes according to a numbering system devised by the federal government. Each number begins with the prefix "GOVT" and a code for the department or agency that issued the publication (for example, "A" for Department of Agriculture; "H" for the Department of National Health). As a result, all publications issued by any federal department or agency are shelved together.

Manitoba government publications are shelved on the east wall in the dark blue boxes. The numbering system is different from that used for federal publications. Each number begins with the prefix "GOVT" followed by "MAN" (for Manitoba) and an abbreviation for the department or agency issuing the publication (for example, EDUC for Department of Education). As a result, publications issued by each provincial department or agency are shelved together.

Statistics Canada publications are in yellow boxes along the east wall. These publications are shelved by Statistics Canada Catalogue number, which groups publications by broad subject areas. For example, numbers beginning with "72-" deal with employment and earnings; numbers beginning with "82-" cover public health. Use the Statistics Canada Current Publications Index (displayed on the counter in front of the yellow boxes) to find statistics on any topic you are interested in.

Laws, regulations and debates of the Canadian Parliament and the Manitoba Legislature are shelved on the north wall shelves.

Career information is filed by occupation in black cabinets in the middle of the Government Publications area. The files also include information on topics like resume writing, job interviews and so on.

College Calendars (lists of course descriptions) from other colleges and universities across Canada are shelved in the red boxes located behind the Career Information files. We also have directories that tell you which colleges teach which courses; if you need information of this kind, ask for help at the Information Desk.

The **Current Information File** contains clippings and pamphlets on many different subjects. Lists of the subject headings used in the file are located in a box on top of the filing cabinets; these headings are also listed in BROWSE. The files are filed by subject.

Barcoded pamphlets from the Current Information File may beborrowed for one week. Clippings are for library use only.

Note that the subject heading lists also cover pamphlet files located in the Health Sciences Multi-Media lab (room AB-22). The codes "CIF" or "HSM" to the left of each heading tell you whether to look in the Current Information File in the RRCC Library, or the pamphlet file in room AB-22.

The **Audiovisual Distribution Section** office holds 16mm films and audiovisual equipment (such as film projectors and videotape players). If you want to see a particular film, ask for it by title in this office. If the film is available, staff will put it on a projector for you so you can watch it in the library.

You can also ask for computer software to use on the microcomputers in the Microcomputer Lab.

The **Circulation Desk** is where you check out and return books and other items. If nobody is available at the Information Desk, ask for help at the Circulation Desk.

The **Information Desk** is where you can come for help if you have any problems using BROWSE, or if you can't find the information you need.

The **Display Area** contains items that we want people to notice, such as new items, items on subjects of current interest, fiction, and books for leisure reading. All items are listed in BROWSE.

The **BROWSE terminal area** contains five BROWSE computer terminals and three BROWSE-COM microfiche catalogue readers. The BROWSE and BROWSE-COM guides included with this Compac tell you how both systems work. You can also view a series of four slide/tape presentations which explain BROWSE as well. (See Specific Learning Objective 4 in this Compac).

The BROWSE terminal area also contains **microfiche catalogues** from several other libraries -- the Winnipeg Public Library, the University of Winnipeg Library, the University of Manitoba libraries, and Brandon University Library. If you need help using any of them, ask at the Information Desk.

Back issues of periodicals (usually going back for five to ten years) are shelved by title in several rows of blue boxes. Other back issues (going back as far as 1965) are to be found in the microfilm cabinets (map location "N.")

The "**Quiet Side**" of the library includes map locations V, W, X and Y and is shaded in on the map by the pattern of dots. This side of the library is reserved for individual study and talking is prohibited. If you are studying or working with a group of people, use the other side of the library.

Back issues of newspapers and large-format periodicals are shelved in the last row of the periodical back issue section. Back issues of newspapers usually go back for about four months.

We also have back issues of some newspapers (the Winnipeg Free Press, the Globe and Mail, and the Financial Post) on microfilm (map location "N.")

Current periodicals with titles that begin with the letters "J" to "Z" are shelved along the wall on display shelves similar to those on the north side of the library (map location "D.")

This half of the **Main Stacks** contains books with call numbers beginning with the letters "Q" to "Z." Books with call numbers beginning with "A" to "P" are on the north side of the library (map location "F.") The books on the Q to Z side of the library cover science, technology, and medicine.

PROGRESS CHECK FOR SLO 2

PART A

1. The Current Information File contains the following types of material: (Circle the correct letter or letters)

(A) Pamphlets.
(B) Newspaper clippings.
(C) Microfilms.
(D) Newspaper clippings AND pamphlets.

2. The RRCC Library keeps periodicals on microfilm in order to: (Circle the correct letter or letters)

(A) Protect periodicals from mutilation.
(B) Save space.
(C) Protect periodicals from theft.
(D) All of the above.

3. The RRCC Library's Periodicals List is located on each of the Index Tables. It's purpose is: (Circle the correct letter or letters)

(A) To list newspapers available in the RRCC Library.
(B) To list magazines available in the RRCC Library.
(C) To identify what we have on microfilm and what years and volumes we have in the RRCC Library.
(D) All of the above.

PART B

Each of the following questions asks where to find a particular item in the RRCC Library. Find each item on the map on page 12 and put the appropriate map location letter in the blank space.

4. You are asked to find one of this month's issues of Business Week. Where would you expect to find it?

MAP LOCATION: _____

5. If you want to look at a videotape, where would you go in the RRCC Library to find a videotape player?

MAP LOCATION: _____

6. If you wanted to take home a picture book for a child, to which area would you go for this type of material?

MAP LOCATION: _____

7. You want to read an article in a magazine issue that's on microfilm. Where would you find the microfilm in the RRCC Library?

MAP LOCATION: _____

8. Where would expect to find the latest issue of the Financial Post newspaper?

MAP LOCATION: _____

ANSWERS TO PROGRESS CHECK FOR SLO 2

1. (D) Newspaper clippings AND pamphlets
2. (D) All of the above
3. (D) All of the above
4. MAP LOCATION: "D"
5. MAP LOCATION: "G"
6. MAP LOCATION: "J"
7. MAP LOCATION: "N"
8. MAP LOCATION: "I"

SPECIFIC LEARNING OBJECTIVE 3
SLO 3: Read and translate call numbers

LEARNING ACTIVITIES FOR SLO 3	
LEARNING ACTIVITY	**RESOURCE**
1. Read Information Sheet #3 on Call numbers.	1. This Compac
2. Do Progress Check.	2. This Compac
3. Do Self-Marked Test on SLO's 1, 2 and 3. PROCEDURE: Do test without reference to Information Sheets. Check answers with key. Score results. If you scored 80% or better, go on to SLO 4. If you didn't score 80% or better, study and re-take the test.	3. This Compac

INFORMATION SHEET #3: CALL NUMBERS

"Call numbers" are the number-and-letter codes that appear on the little white labels attached to the spine or cover of books and other items in the RRCC Library. For example, this is the call number for the book Opportunities in Word Processing by Marianne Forester Munday. In BROWSE listings, this call number will be written out on one line, like this:

HF
5548.115
.M95
1985

HF 5548.115 .M95 1985

PARTS OF A CALL NUMBER

A typical call number is made up of three or four basic parts. The first part of a call number is the Library of Congress Classification, which tells you the subject of the item. In our example, the classification "HF 5548.155" means "word processing."

HF 5548.115 .M95 1985

Because most of our books on word processing have call numbers beginning with this classfication, they are shelved in the same location.

The second part of the call number is a code for the author and/or title of the book. In our example, the ".M95" stands for the author's name, Marianne Munday, and distinguishes her book (Opportunities in Word Processing) from all other books in the "HF 5548.155" section.

HF 5548.155 .M95 1985

The code number ".M95" is to be read as a decimal number. If Marianne Forester Munday writes any more books about word processing, and if we get them in the RRCC Library, they will probably be given author/title code numbers like ".M951", ".M952", etc.

The author/title code is designed so that books with the same Library of Congress Classification will be shelved alphabetically by author and/or title.

The third part of the call number is the date of publication -- that is, the year in which the book was published.

HF 5548.155 .M95 1985

The date is useful if you are looking for recent information. If the publication date is too

old, you may not want to look at the book.

Some items have a fourth part to their call numbers: a media code at the beginning of the call number to let you know that there is something special about them. For example, Reference books have call numbers beginning with the media code "Ref."

Ref	HF 5548.155 .M95 1985

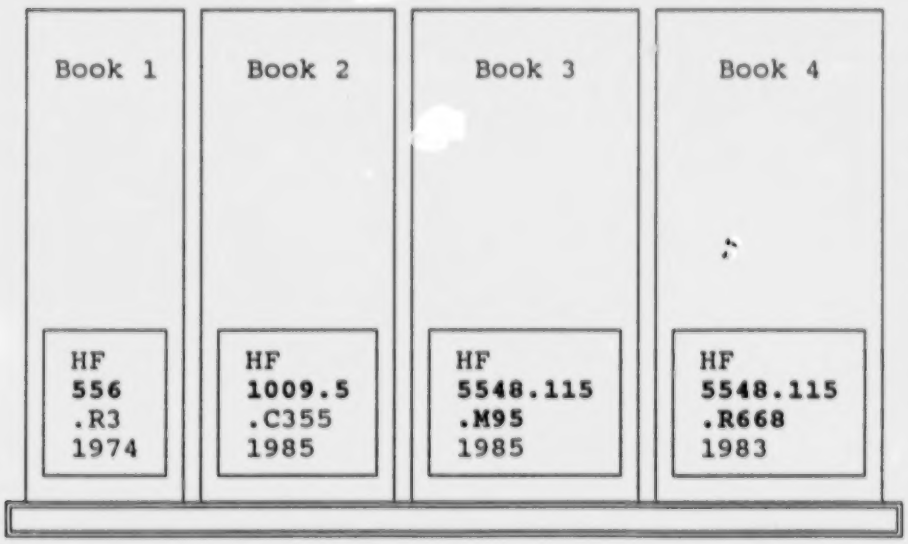
Audiovisual items have several different media codes -- "Tape" for cassette tapes, "Fsp" for filmstrips, "Vtr" for videotape recordings, and so on. Media codes are explained more fully later in this Compac under Specific Learning Objective 6.

SHELVING ORDER

Books are shelved in call number order. Since call numbers begin with letters, the shelf arrangement is basically alphabetical. Call numbers beginning with the letter A come before call numbers beginning with the letter B, and so on all the way through to the letter Z.

Books with call numbers that begin with the same letter are shelved by the second letter in the call number. For example, books with call numbers beginning with the letter H are shelved in this order:

H	HA	HB	HC	HD	HE	HF



Once you get past the letters on the first line, call numbers are shelved by the numbers on the **second** line.

This diagram represents a row of books in the "HF" section shelved in proper call number order.

If the first and second lines in a call number are identical -- as is the case with the third and fourth books in our diagram -- the call number is shelved by whatever appears in the **third** line. The third book comes before the fourth book because **M** comes before **R** in the alphabet.

GOVERNMENT PUBLICATIONS

Government publications have call numbers that begin with the media code "GOVT" and are shelved in a separate part of the library (map location "O" on the "Walking Tour" you took in SLO-2.)

Government publication call numbers look something like book call numbers, but they group publications together on the shelf according to the agency that published them instead of by subject. The call numbers assigned to government publications are described in more detail in Information Sheet #2: A Library Walking Tour under map location "O."

PERIODICALS

Periodicals don't have call numbers at all, since they are shelved alphabetically by title.

PROGRESS CHECK FOR SLO 3

In the questions below, you are given a series of call numbers in "scrambled" order. What you are supposed to do is figure out the proper order for the call numbers -- that is, which should come first, second, third and fourth. Put numbers 1, 2, 3 and 4 in the blank next to each call number to show what order they **should** be in.

Here is a sample question with the numbers filled in:

Sample Question:

Read the following call numbers and put them into proper order:

(A) _3_ HB 2201 .M25 P66 1986

(B) _1_ FC 3361 .C628 1987

(C) _4_ Z 1392 .M35 B42 1986

(D) _2_ HB 2201 .M25 M25 1982

Now do the following questions:

1. Read the following call numbers and put them into proper order:

(A) _____ HD 8103 .C65 1980

(B) _____ Z 682 .W65 1985

(C) _____ LB 2334 .I884 1983

(D) _____ TX 911.5 .T73 1979

2. Read the following call numbers and put them into proper order:

(A) _____ HF 5635 .M49 1985

(B) _____ HD 70 .C2 M56 1982

(C) _____ HF 5635 .K34 1985

(D) _____ HF 5630 .S83 1984

3. Read the following call numbers and put them into proper order:

(A) _____ Kit HF 5736 .P2 1973

(B) _____ Vtr HF 5736 .G56 1981

(C) _____ Fsp HF 5736 .J6 1974

(D) _____ Tape HF 5736 .B3 1967

4. Read the following call numbers and put them into proper order:

(A) _____ HF 5547.5 .D54 1986

(B) _____ HF 5547.5 .D36 1982

(C) _____ HF 5547 .D6 1977

(D) _____ HF 5547.5 .E94 1981

ANSWERS TO PROGRESS CHECK FOR SLO-3

1.	(A)	1	HD 8103 .C65 1980
	(B)	4	Z 682 .W65 1985
	(C)	2	LB 2334 .I884 1983
	(D)	3	TX 911.5 .T73 1979
2.	(A)	4	HF 5635 .M49 1985
	(B)	1	HD 70 .C2 M56 1982
	(C)	3	HF 5635 .K34 1985
	(D)	2	HF 5630 .S83 1984
3.	(A)	4	Kit HF 5736 .P2 1973
	(B)	2	Vtr HF 5736 .G56 1981
	(C)	3	Fsp HF 5736 .J6 1974
	(D)	1	Tape HF 5736 .B3 1967
4.	(A)	3	HF 5547.5 .D54 1986
	(B)	2	HF 5547.5 .D36 1982
	(C)	1	HF 5547 .D6 1977
	(D)	4	HF 5547.5 .E94 1981

SELF-MARKED TEST ON SLO 1-2-3

The following 20 questions are worth 5 marks each. In order to pass this test, you must score at least 80% (80 marks out of a possible 100).

PART A

Each of the following questions asks where to find a particular item in the RRCC Library. Find each item on the map at the beginning of SLO 2 and put the appropriate map location letter in the blank space.

1. Where would you go to look for the Campbell Soup Company Ltd. annual report?

MAP LOCATION: _____

2. Where would you go to look for a 1985 issue of the magazine Modern Office Technology?

MAP LOCATION: _____

3. Where would you go to look for the federal government publication with this call number: **Govt MP70 /20 1970**?

MAP LOCATION: _____

4. Where would you go to look for a current issue of the magazine Secretary?

MAP LOCATION: _____

5. Where would you go to look for the book with this call number: **QA 76.73 .F25 M37 1973**?

MAP LOCATION: _____

6. Where would you go to look for the children's book with this call number: **Juv TX 799 .D49 1978**?

MAP LOCATION: _____

7. Where would you go to look for the periodical index called Readers' Guide to Periodical Literature?

MAP LOCATION: _____

8. Where would you go to look for the book with the call number **PS 8565.O86 T53 1983**?

MAP LOCATION: _____

9. Where would you go to look for the item with the call number **Govt Man Heal 3\ 1986**?

MAP LOCATION: _____

10. Where would you go to look for the reference book with this call number: **Ref HF 5548.2 .T65 1982**?

MAP LOCATION: _____

PART B

11. List 8 different types of materials other than books or films that are found in the RRCC Library.

_____ _____

_____ _____

_____ _____

_____ _____

12. Students may borrow: (Circle the correct letter or letters)

(A) Cassette tapes and tape players for home use.
(B) Audiovisual materials like films and videotapes for classroom use only.
(C) Audiovisual equipment like film projectors and videotape players for classroom use only.
(D) All of the above.

13. Libraries set limits on loan periods in order to: (Circle the correct letter or letters)

(A) Give everyone a fair chance to borrow materials.
(B) To minimize wear and tear on books and other items
(C) To make things difficult for borrowers.
(D) All of the above

14. Items on Reserve are: (Circle the correct letter or letters)

(A) Kept behind the Circulation Desk if the loan period is LESS than two days
(B) Kept behind the Circulation Desk if the loan period is two days or longer
(C) Kept behind the Circulation Desk regardless of the length of the loan period
(D) None of the above

PART C

15. Read the following call numbers and put them into proper order:

(A) _____ Fsp TX 911.3 .S4 F53 1985

(B) _____ Kit QA 76.9 M3 A93 1986

(C) _____ Vtr HD 5702 .M53 1985

(D) _____ Vtr QH 96.8 .B5 H43

16. Read the following call numbers and put them into proper order:

(A) _____ HD 30.3 .J36 1981

(B) _____ HD 57.7 .H46 1985

(C) _____ HD 31 B48 1987

(D) _____ HD 216 .F75 1969

17. Read the following call numbers and put them into proper order:

(A) _____ LA 418 .O6 W67 1987

(B) _____ HD 5707 .M25 1980

(C) _____ TX 911.2 .G72 1977

(D) _____ GV 854.8 .O68 197?

18. Read the following call numbers and put them into proper order:

(A) _____ QA 76.8 .A664 G66 1986

(B) _____ QA 76.8 .A664 D96 1986

(C) _____ QA 76.8 .A66 M67 1984

(D) _____ QA 76.8 .A662 C6 1982

19. Read the following call numbers and put them into proper order:

(A) _____ QA 76 .G436 1986

(B) _____ LC 5219 .C65 1987

(C) _____ LA 418 .O6 W67 1987

(D) _____ G 155.5 .C57 1983

20. Read the following call numbers and put them into proper order:

(A) _____ HF 5547 .B88

(B) _____ HF 5546.5 .E444 1969

(C) _____ HF 5547 .B7 1970

(D) _____ HF 5546.5 .E442 1970

ANSWERS TO SELF-MARKED TEST ON SLO 1-2-3

1. MAP LOCATION: A
2. MAP LOCATION: V
3. MAP LOCATION: O
4. MAP LOCATION: X
5. MAP LOCATION: Y
6. MAP LOCATION: J
7. MAP LOCATION: H
8. MAP LOCATION: F
9. MAP LOCATION: O
10. MAP LOCATION: E
11. Any eight of the following are acceptable as answers:

Cassette tapes	Magazines
Clippings	Maps
College calendars	Newpapers
Company annual reports	Pamphlets
Computer programs	Slide/tapes
Filmstrips	Videotapes
Government publications	

12. (D) All of the above
13. (A) Give everyone a fair chance to borrow materials
14. (A) Kept behind the Circulation Desk if the loan period is LESS than two days

15. (A) 4 Fsp TX 911.3 .S4 F53 1985
(B) 2 Kit QA 76.9 M3 A93 1986
(C) 1 Vtr HD 5702 .M53 1985
(D) 3 Vtr QH 96.8 .B5 H43

16. (A) 1 HD 30.3 .J36 1981
(B) 3 HD 57.7 .H46 1985
(C) 2 HD 31 B48 1987
(D) 4 HD 216 .F75 1969

17. (A) 3 LA 418 .O6 W67 1987
(B) 2 HD 5707 .M25 1980
(C) 4 TX 911.2 .G72 1977
(D) 1 GV 854.8 .O68 1977

18. (A) 4 QA 76.8 .A664 G66 1986
(B) 3 QA 76.8 .A664 D96 1986
(C) 1 QA 76.8 .A66 M67 1984
(D) 2 QA 76.8 .A662 C6 1982

19. (A) 4 QA 76 .G436 1986
(B) 3 LC 5219 .C65 1987
(C) 2 LA 418 .O6 W67 1987
(D) 1 G 155.5 .C57 1983

20. (A) 4 HF 5547 .B88
(B) 2 HF 5546.5 .E444 1969
(C) 3 HF 5547 .B7 1970
(D) 1 HF 5546.5 .E442 1970

SPECIFIC LEARNING OBJECTIVE 4
SLO 4: Use BROWSE

LEARNING ACTIVITIES FOR SLO 4

LEARNING ACTIVITY	**RESOURCE**
1. Read BROWSE guide.	1. This Compac
2. View BROWSE slide/tape parts 1 and 2.	2. View in Library
3. Do BROWSE Practice Exercise.	3. This Compac
4. Do Progress Check.	4. This Compac

P 36 4

"BROWSE" IS THE NAME WE HAVE GIVEN TO THE RRCC LIBRARY'S ONLINE CATALOGUE.

BROWSE REPLACED OUR CARD CATALOGUE IN 1986.

The Library, Red River Community College, 2055 Notre Dame Avenue, Winnipeg, Manitoba, R3H 0J9

Revised July, 1990

BROWSE gives you key-word access to the library's 60,000 books and audiovisual items (films, cassette tapes, videotapes, etc.) by AUTHOR, TITLE and SUBJECT.

Big rock candy mountain

Great rock musicals

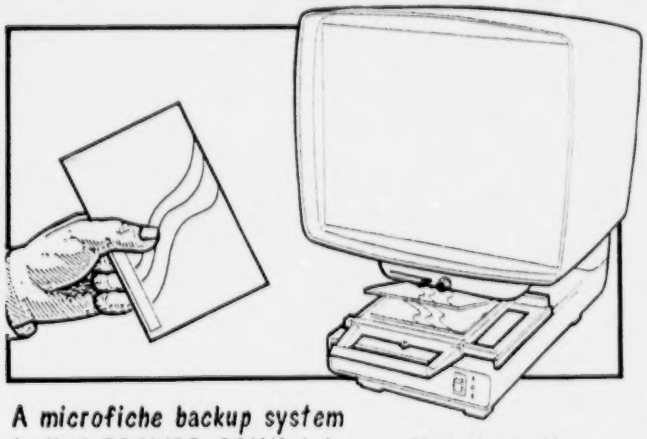
Rock and mineral analysis

Why rock the boat

MODE SUBJECT: TITLE: rock AUTHOR:

HELP DETAIL PAGING F

For example, if you type the word "rock" in the TITLE field, BROWSE will give you a list of all the items in the library that have the word "rock" in their titles.



A microfiche backup system (called BROWSE-COM*) lets you find items if the BROWSE computer terminals are all in use.

* "COM" stands for Computer Output Microfiche.

If you need any help with either BROWSE or BROWSE-COM, ask the staff at the INFORMATION DESK.

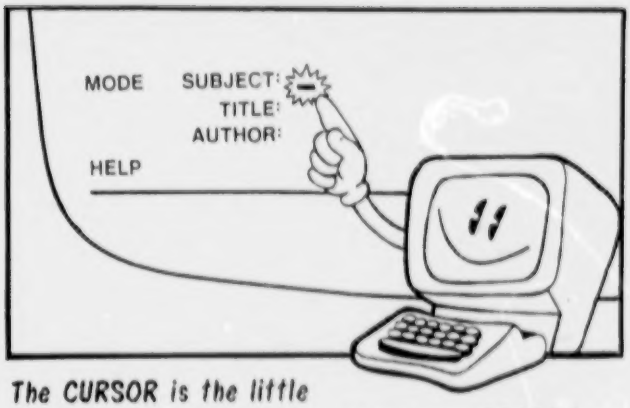
INTERRUPT ME!

INFORMATION

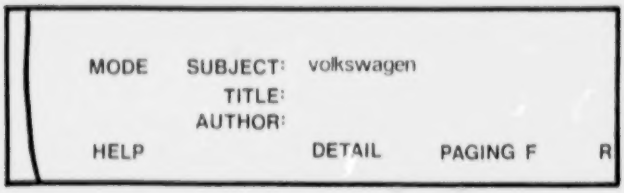
BEST COPY AVAILABLE

The first step in using BROWSE is to move the CURSOR to the AUTHOR, TITLE or SUBJECT field.

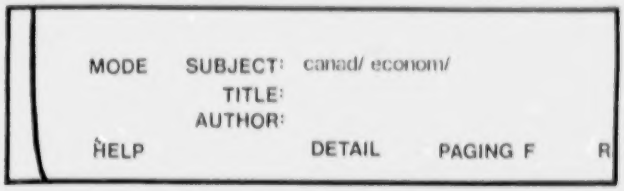
Press either of the two TAB keys until the CURSOR is in the right position.



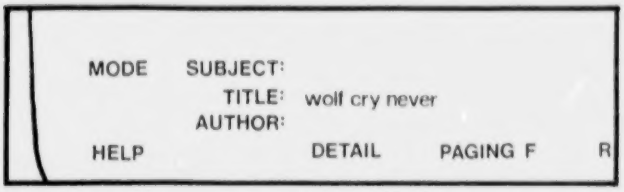
The CURSOR is the little lighted dash that tells you where your SEARCH WORDS will appear when you type them on the screen.



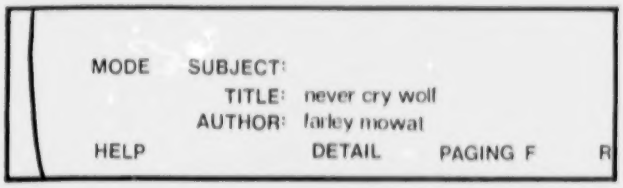
The second step is to type your SEARCH WORDS. The fewer words you type the better. You don't have to type words like "the", "a", "and", etc. These words are ignored by BROWSE.



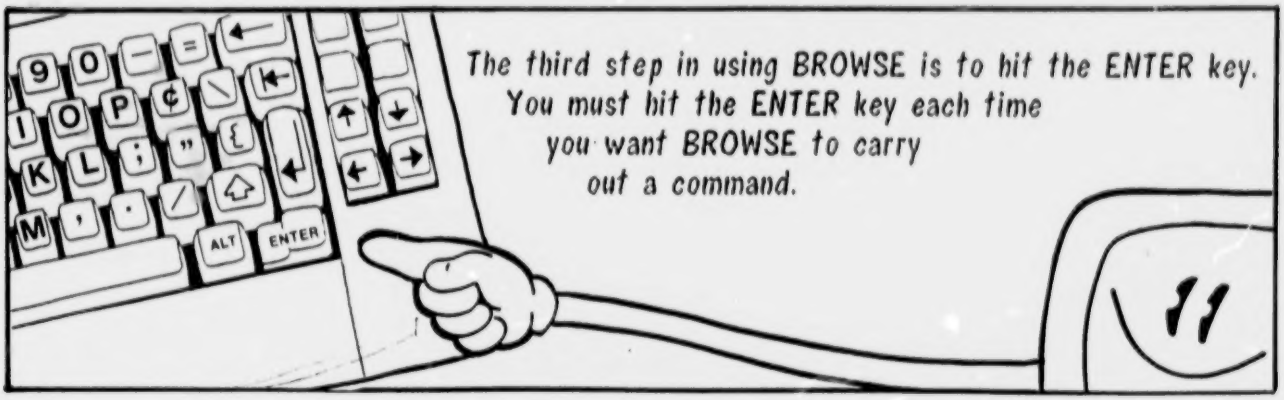
Use the SLASH key (/) to search for words that begin with the same letters, or to exclude words that you don't want searched. (See explanation on Page 3)



You can type your search words in any order. It doesn't matter to BROWSE whether you type "John Smith" or "Smith John".

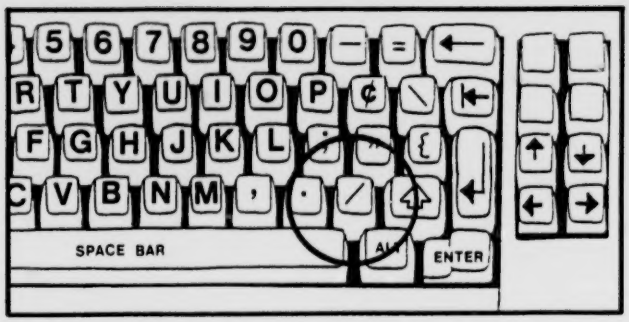


You can type search words in any two fields at once -- SUBJECT and AUTHOR, or SUBJECT and TITLE, or AUTHOR and TITLE.



The third step in using BROWSE is to hit the ENTER key. You must hit the ENTER key each time you want BROWSE to carry out a command.

P. 34 c



Use the SLASH key (/) to search for words that begin with the same letters. For example, if you type "nurs/", BROWSE will look for "nurse", "nurses", "nursing", etc.

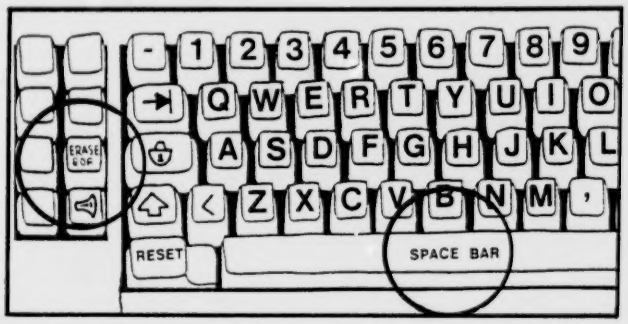
If you put a slash IN FRONT of a word, BROWSE will exclude it from your search. For example, if you type "economics /home", BROWSE will look for items on "economics" but ignore items on "home economics".

MODE SUBJECT: economics /home
TITLE:
AUTHOR:
HELP DETAIL PAGING F R

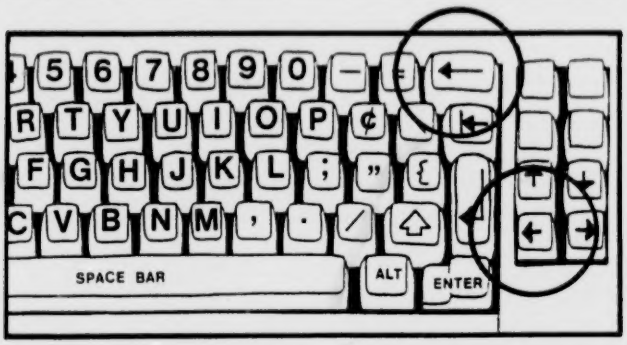
Don't try to "clear the screen" when starting a new search. Type new search words right over top of old ones, erasing any leftover letters. Don't erase old search words unless you are typing new search words in the same field.

In the example below, the new search word "hockey" has been typed over "never cry wolf". You MUST erase "CRY WOLF", but you don't have to erase "FARLEY MOWAT".

MODE SUBJECT:
TITLE: hockeyCRY WOLF
AUTHOR: FARLEY MOWAT
HELP DETAIL PAGING F R



You can erase leftover letters one at a time by using the SPACE BAR, or all at once with the ERASE EOF (End of Field) key. The ERASE EOF key erases everything from the cursor's position to the end of the same field.



If you make any typing or spelling mistakes, you can back up and retype them using the BACKSPACE key or the LEFT-ARROW key. Don't use any of the other "arrow" keys to move the cursor.

DON'T USE CAPITAL LETTERS. Shifting into "upper case" (capitals) prevents you from using numbers in your search words. The example below shows what happens when you try to type the date "1867" in capitals.

MODE SUBJECT: |° ¯ & ←
TITLE:
AUTHOR:
HELP DETAIL PAGING F R

SCREEN AND KEYBOARD

When BROWSE retrieves the listings that match your search words, it displays them 3 at a time. Enough information is given to let you find each item in the library.

(1) The CALL NUMBER appears on the first line of each listing; it tells you where the item is located in the library. The date of publication is included in the CALL NUMBER.

(2) The LOCATION CODE tells you if an item is in the main book stacks, or in one of the library's special collections, or in one of the College's learning centres or extension centres. See the list of codes on Page 8.

(3) The TITLE appears on the third line. Names of AUTHORS (if any) are separated from the TITLE by a slash (/). An AUTHOR can be a person, or it can be an organization (such as a company, an association, or a government agency.)

(4) MEDIA CODES appear at the beginning of call numbers for certain types of items, such as films, videotapes and reference books. See the list of codes on Page 8.

(5) The CALL NUMBER line is left blank in listings of "PERIODICALS" (magazines, newspapers, etc.). Periodicals have no call numbers -- they are shelved alphabetically by title.

(6) IGNORE the number that appears on the right side of the screen; it is a serial number assigned to each item for administrative purposes.

The "NOT AVAILABLE" message means that someone has taken the item out. Don't bother looking for it on the shelf. If you want to put a hold on the item, ask at the Circulation Desk.

(7) The MESSAGE at the bottom of the screen tells you how many listings BROWSE found for your search. To see the next three listings, press the ENTER key.

The BROWSE keyboard works in the same way as a typewriter keyboard, except that certain keys perform special functions. Here are the most important of these keys:

(8) The TAB keys let you move the cursor from field to field. The right-hand TAB key moves the cursor around the bottom of the screen in a clockwise direction. The left-hand key moves it counterclockwise. (See Page 2)

(9) The BACKSPACE key allows you to back up over spelling mistakes so you can retype them, or erase them using the SPACE BAR or ERASE EOF key (see below).

(10) The LEFT-ARROW key works in exactly the same way as the BACKSPACE key.

(11) You must hit the ENTER key whenever you want BROWSE to do something for you. A prolonged clicking noise will warn you if you are holding the key down too long.

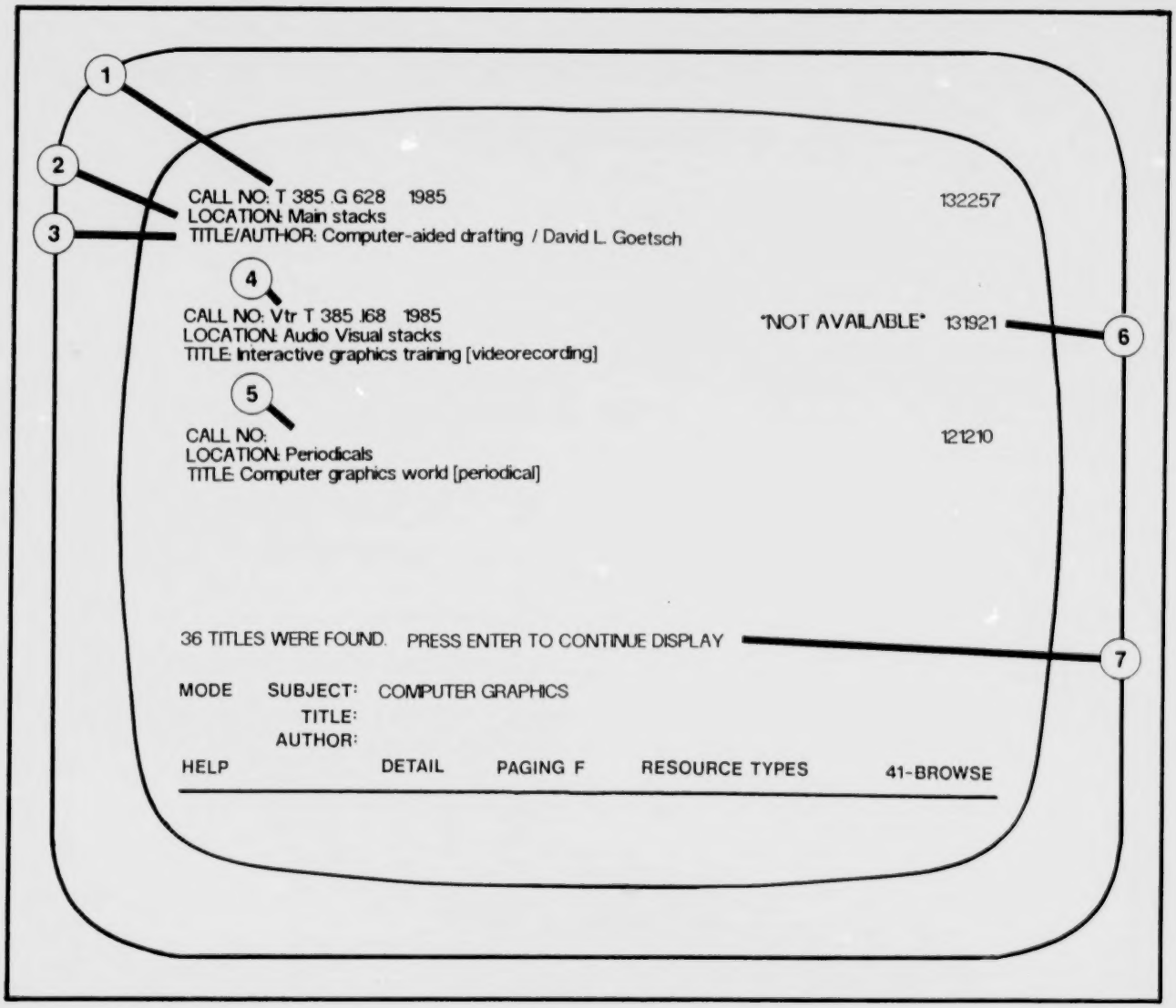
(12) The SLASH key lets you search for words that begin with the same letters, or exclude words from your search. See Page 3.

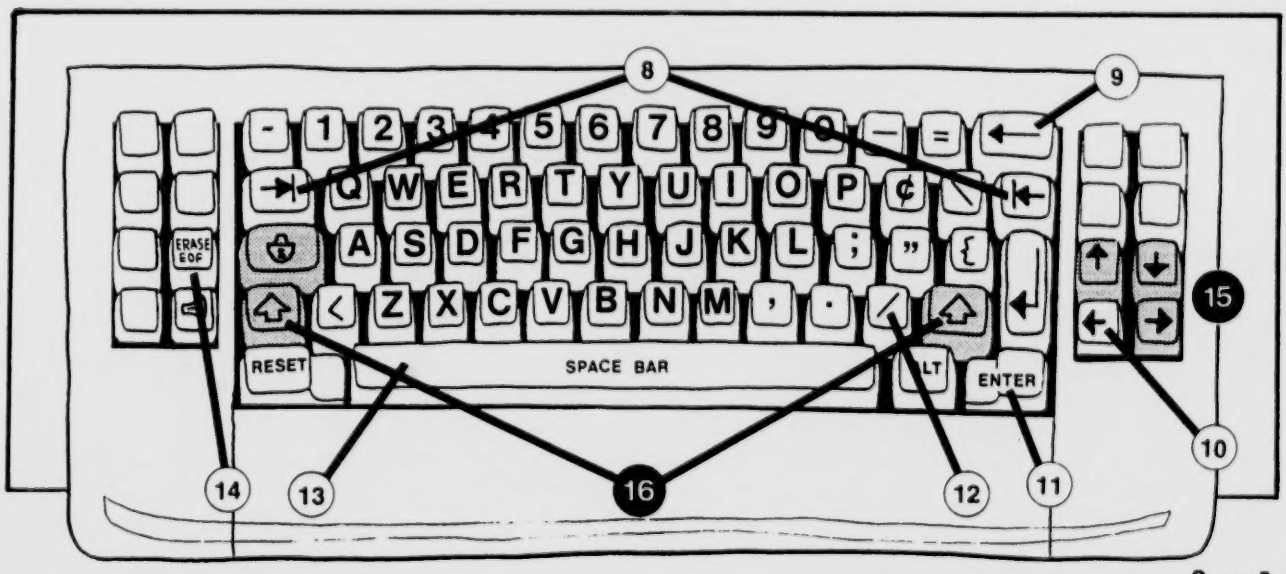
(13) The SPACE BAR is there to put spaces between words, but it also lets you erase unwanted letters and numbers one at a time.

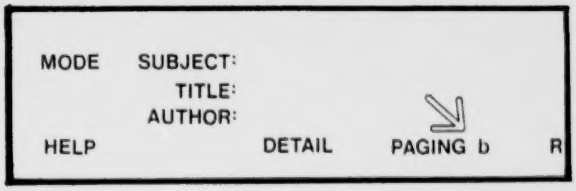
(14) The ERASE EOF key lets you erase everything from the cursor's position to the end of the same field ("EOF" means "End of Field").

(15) DO NOT USE the UP-, DOWN-, or RIGHT-ARROW keys. These keys can make the cursor stray outside the limits of a field and cause the keyboard to jam.

(16) DO NOT USE the SHIFT and SHIFT-LOCK keys. These keys can prevent you from using numbers in your search words. See Page 3.

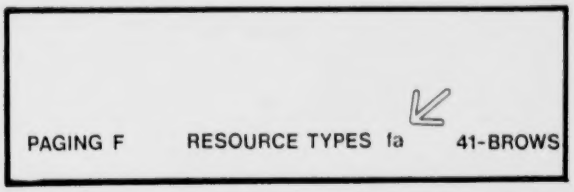

1
2
3
4
5
6
7
CALL NO: T 385 .G 628 1985
LOCATION: Main stacks
TITLE/AUTHOR: Computer-aided drafting / David L. Goetsch
132257
CALL NO: Vtr T 385 .I68 1985
LOCATION: Audio Visual stacks
TITLE: Interactive graphics training [videorecording]
"NOT AVAILABLE" 131921
CALL NO:
LOCATION: Periodicals
TITLE: Computer graphics world [periodical]
121210
36 TITLES WERE FOUND. PRESS ENTER TO CONTINUE DISPLAY
MODE SUBJECT: COMPUTER GRAPHICS
TITLE:
AUTHOR:
HELP DETAIL PAGING F RESOURCE TYPES 41-BROWSE


8
9
15
10
14
13
16
12
11
ERASE EOF
RESET
SPACE BAR
LT
ENTER



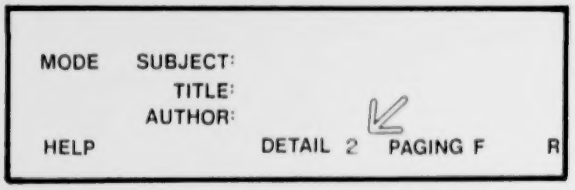
BROWSE "pages" through your search results 3 listings at a time whenever you hit ENTER. To page backwards, move the cursor to the PAGING field and type a "b" over the "F".

Every time you hit ENTER, BROWSE will now page back three listings. If you want to page forward again, move the cursor to the PAGING field and type an "f" over the "B".



The RESOURCE TYPES feature lets you limit your search to any combination of five different kinds of items. First, type your search words. Then move the cursor to the RESOURCE TYPES field and type one or more of these letters:

- *F for 16 millimeter films*
- *V for videotapes*
- *A for other audiovisual items (e.g., filmstrips)*
- *B for books*
- *G for government publications*
- *P for periodicals (magazines, newspapers, etc.)*

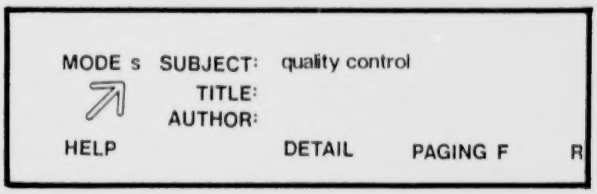


The DETAIL feature lets you see the complete computer record for any item in your search. Move the cursor to the DETAIL field and type a number from 1 to 3, depending on the item's position on the screen. For example, if you want to see the second item on the screen illustrated on Page 5, type a 2 in the DETAIL field.

CALL NO: Vtr T 385 J68 1985 131921
LOCATION: Audio Visual stacks
TITLE: Interactive graphics training [videorecording]
PUBLISHER: Huntsville, Ala. : Intergraph Corp.
PHYSICAL DESCRIPTION: 2 cassettes (Beta II) (2 hrs 50 min.) : sd., col. ; 1/2 in.
SUMMARY: This program demonstrates Interactive Graphics Design software (I.G.D.S.), the Intergraphic system of interactive graphics by introducing intergraph hardware & basic graphics operations of the system.
SUBJECT: COMPUTER GRAPHICS
SUBJECT: IGDS (COMPUTER PROGRAM)
AUTHOR: Intergraph Corp.

Here is the complete record for item 2. The complete record includes publishing information, subject headings and (in the case of audiovisual items) a brief summary of the content.

To get back to your list of items, hit ENTER.



BROWSE can operate in any of three different MODES. So far, this guide has been describing the TITLE MODE. The other two modes are SUBJECT MODE and LIST MODE.

To switch from TITLE MODE to SUBJECT or LIST MODE, move the cursor to the MODE field and type an "S" or an "L". Next, type your search words in the SUBJECT field; then hit ENTER.

In SUBJECT MODE, BROWSE shows you a list of subject headings and cross-references that contain your search words. The headings are numbered from

1 FOOD INDUSTRY AND TRADE--QUALITY CONTROL . 2
2 HEALTH FACILITIES--CANADA--QUALITY CONTROL . 1
3 HOSPITALS--CANADA--QUALITY CONTROL 1
4 CONCRETE CONSTRUCTION--QUALITY CONTROL . 1
5 QUALITY CONTROL--STANDARDS--CANADA . . . 1
6 HOSPITALS--FOOD SERVICE--QUALITY CONTROL . 2
7 PHOTOTYPESETTING--QUALITY CONTROL 1
8 QUALITY CONTROL--LABORATORY MANUALS . . 1

1 to 8 down the LEFT side of the screen. Each time you hit ENTER, another eight headings are displayed. The numbers at the RIGHT side of the screen tell you how many items are listed under each heading.

```
MODE S  SUBJECT:
          TITLE:
         AUTHOR:
HELP              DETAIL 7   PAGING F      R
```

To see the listings under any heading, type its number (1 to 8) in the DETAIL field.

You can page through the listings 3 at a time by hitting ENTER. When you come to the end of the listings, hit the ENTER key one more time and BROWSE will return you to the list of subject headings and cross references.

You can also use the DETAIL feature to see the complete record for any item listed under your chosen heading. Type a number from 1 to 3 in the DETAIL field corresponding to the item's position on the screen (see example on Page 6).

Instead of giving you a small list of headings that contain your search words, LIST MODE gives you a list of all 39,000 headings and cross references used by BROWSE. The list starts with headings that BEGIN with your search words. If no such headings exist, the list starts with the closest match.

```
1 QUALITY CONTROL . . . . . 11
2    also: ENGINEERING INSPECTION . . . . . 3
3    also: PROCESS CONTROL . . . . . 26
  QUALITY CONTROL CIRCLES
4    see: QUALITY CIRCLES . . . . . 3
5 QUALITY CONTROL--HANDBOOKS, MANUALS, ETC. . 1
6 QUALITY CONTROL--JAPAN . . . . . 1
7 QUALITY CONTROL--LABORATORY MANUALS . . . 1
8 QUALITY CONTROL--PERIODICALS . . . . . 1
```

Headings are presented in alphabetical order, with subheadings neatly grouped under main headings. You can use the DETAIL feature in the same way as you use it in SUBJECT MODE.

To get from SUBJECT or LIST MODE back into TITLE MODE, type a "T" in the MODE field. Next, type one or more search words in the AUTHOR, TITLE or SUBJECT fields; then hit ENTER.

NOTE: The PAGING and RESOURCE TYPES features DO NOT work in either SUBJECT or LIST MODE.

LIST MODE lets you search for items by CALL NUMBER. Type the call number (or the first few characters of a call number) in the TITLE field. Follow punctuation and spacing exactly, but DO NOT include any of the codes listed on Page 8 ("Film", "Vtr", "Ref", etc.)..

```
MODE L  SUBJECT:
          TITLE:  qa 76
         AUTHOR:
HELP              DETAIL     PAGING F      R
```

You don't need to type the entire call number unless you are looking for a particular item. For example, most books on computer programming have call numbers beginning "QA 76". If you want an overview of the library's holdings in this area, all you need to type is "QA 76".

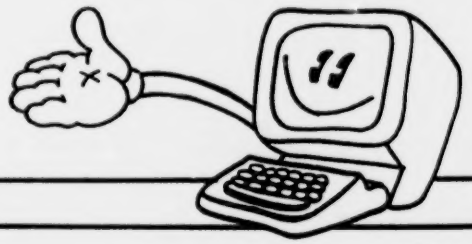
When you press ENTER, BROWSE will display listings for all items in the library (except periodicals and government publications). The listings will be in call number order, beginning with the number closest to the one you typed in the TITLE field.

Listings will appear 3 at a time. If you want to see the complete record for any item, type a number from 1 to 3 in the DETAIL field.

You can see a menu of eight HELP topics by typing an "H" in the HELP field. To see any topic, type a number from 1 to 8 in the HELP field.

```
MODE    SUBJECT:
          TITLE:
         AUTHOR:
HELP h            DETAIL     PAGING F      R
```

To get out of HELP, move the cursor to the AUTHOR, TITLE or SUBJECT field and type one or more search words.



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LIST OF CODES

There are two types of codes which are important to note when you are looking for an item in the library.

MEDIA CODES designate types of material (e.g., reference books, films, tapes) and appear at the beginning of the call number.

LOCATION CODES appear on the second line of each BROWSE listing, or to the right of the call number in BROWSE-COM listings. They indicate special locations inside and outside the library. Some items have more than one location code, because copies are to be found in each location.

MEDIA CODES

Film -- 16mm films. Although films have call numbers, you don't need to note them down. You can ask for films by title in the Audio Visual Distribution Section office.

Fsp -- Filmstrips (no sound).

GOVT -- Government publications.

Juv -- Juvenile (children's) books.

Kit -- Slide/tape kits or sound filmstrips.

Map -- Maps.

Mrdf -- Machine readable data files (i.e., computer disks).

Per -- Periodicals.

Ref -- Reference books.

Sld -- Set of slides.

Tape -- Cassette tapes.

Tran -- Overhead transparencies.

Vdsc -- Videodiscs.

Vtr -- Videotape recordings.

LOCATION CODES

Acquisitions -- Acquisitions office, room CM-28. Ask at Information Desk.

Addiction Counselor Training Project -- 160 Salter Street (not in library).

Audio Visual distribution -- Audiovisual Distribution Section office, located at the end of the narrow hall to your right as you come in the front entrance of the library.

Audio Visual stacks Shelves holding audiovisual items, located outside Audio Visual Section office.

Auto Mechanics -- Auto Mechanics Dept. (Not in library)

Business Education Learning Centre -- Room E-216. (Not in library)

Cataloguing -- Cataloguing office, CM-29. Ask at Information Desk.

Child Care Learning Centre -- Room A-309 A & B. (Not in library)

Company Information file -- Business annual reports. Filed by name of company in black filing cabinets on right hand side of library near front windows.

Current Information File -- Pamphlets and newspaper clippings on a variety of subjects. Filed by subject in the row of filing cabinets opposite the Circulation Desk. Only barcoded items may be borrowed.

ETV -- Educational TV Department. Ask about these items in Audio Visual Distribution Section office.

Government publications -- Located in alcove to your right as you come in the library entrance. See also Statistics Canada.

Hotel Restaurant LC -- Hotel/Restaurant Learning Centre, Room F-205. (Not in library)

Health Science Multimedia lab -- Room AB-22. (Not in library)

Index tables in Reference -- Indexes to magazines, journals and newspapers, located on large tables opposite Reference collection.

Institutional Food LC -- Institutional Food Learning Centre, Room F-205. (Not in library)

Intercultural Dev't -- Centre for Intercultural Development, 530 Century Street. (Not in library)

Juvenile -- Juvenile (i.e., children's) book collection, by Audio Visual stacks.

Language Training Centre -- Located in Massey Building, 294 William Ave. (Not in library)

Main stacks -- Books with call numbers from A to P are shelved on your right as you come in the library entrance; books with numbers from Q to Z are on your left.

Manitoba Hospitality Council -- Books are interfiled with regular collection in Main stacks. Audiovisual items are in Audio Visual Distribution Section office.

Map collection -- Located in wheeled bin near Index tables.

Microcomputer lab -- A small shelf of computer manuals is located in the Microcomputer lab area.

Microform collection -- Microfilmed periodicals and other items on microfilm or microfiche are located in the metal cabinets near the photocopier on the right side of the library as you come in the front entrance. Exceptions are library catalogues on microfiche (e.g., from University of Manitoba Libraries, Winnipeg Public Library, etc.) These are located in the BROWSE terminal area.

Not available -- Not really a location code, but it serves the same purpose (see note 6 on page 4). "Not available" almost always means that the item is on loan, though in some cases it can mean that the item is either lost or missing.

Over-size Reference -- Located in atlas stands next to Reference collection.

Periodicals -- Current issues are shelved by title across the front of the library. Paper back issues are shelved by title in blue boxes on the left hand side of the library as you come in the front entrance. Microfilmed back issues are in cabinets next to the photocopier on the right hand side of the library.

Portage La Prairie -- Portage La Prairie Extension Centre. (Not in library)

Reference -- Reference collection. Located in the first three rows of books on the right hand side of the library. See also Over-size Reference; Index tables in Reference.

Reserve -- Item has been placed on reserve by an instructor. Ask for it at the Circulation desk.

Reserve Main Stacks -- Item has been place on reserve and is shelved in the main stacks.

Statistics Canada -- Statistics Canada publications, located in yellow boxes in Government publications area.

Training for Child Care -- A collection of child care books which circulate among eight training centres in rural Manitoba. (Not in library)

Weeded -- Discarded from the collection; not available for use.

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BROWSE PRACTICE EXERCISE

NOTE: If you run into difficulties at any point in the following exercise, ask for help at the Information Desk.

1 Find TAB keys and move the cursor through all the fields. The TAB keys are are marked with an "8" in the diagram on page five of your BROWSE guide.

2 Note the letter that is next to the MODE field. If the letter is an "L" or an "S", move the cursor to the MODE field and type a T.

If the MODE field is blank, or contains the letter T already, you don't have to type anything there.

3 Move the cursor to the TITLE field.

4 Type in the words **word processing.**

5 Press the ENTER key. BROWSE should display a list of items with the words "word processing" in their titles.

6 Now move the cursor to the AUTHOR field.

7 Type the name **farley mowat** (you don't have to use capitals if you don't want to.)

8 Press the ENTER key. BROWSE should display a list of items by the author Farley Mowat.

9 Now move the cursor to the SUBJECT field.

10 Type the words **toyota automobile.**

11 Press the ENTER key. BROWSE should display a list of items about the Toyota automobile.

12 Make sure the cursor is in the SUBJECT field along with the words **TOYOTA AUTOMOBILE.**

13 Type the word **cats** over over the words **TOYOTA AUTOMOBILE.** The words in the subject field should now should now look like this:

catsTA AUTOMOBILE

You must get rid of the extra letters if you want to do a search on "cats".

14 Hit the space bar five times and note what happens. The words in the SUBJECT field should now look like this:

cats TOMOBILE

15 Now hit the ERASE EOF key (number 14 on page five of your BROWSE guide). The rest of the word AUTOMOBILE should disappear.

16 Hit the ENTER key. You should now see a list of items about cats displayed on the screen.

17 Hit the ENTER key again. You should now see the next three items in your list. The message at the bottom of the screen should tell you that six "titles" (or items) have been displayed so far.

18 Hit the ENTER key again. The next three items should appear, and the message at the bottom of the screen should tell you that nine items have been displayed.

19 Hit the ENTER key once more. Wait for the next three items to appear, Wait for the next three items to appear, and then hit the ENTER key a second time. The message at the bottom of the screen should now tell you that 15 items have been displayed.

20 Now move the cursor to the PAGING field. Note that the cursor lines up under the letter "F" (which means "Forward"). Type a **b** (for "Backward") and press ENTER.

The <u>previous</u> three items in your list should now appear on the screen, and the message at the bottom of the screen should tell you that 12 titles have been displayed.

21 Hit the ENTER key again. The message at the bottom of the screen should now tell you that nine items have been displayed.

Every time you hit ENTER, BROWSE will "page" back another three items in your list.

22 Move the cursor to the PAGING field again. Type the letter **f** over the letter "B". Then hit ENTER. The message at the bottom of the screen should now tell you that 12 items have been displayed.

You can "page" back and forth through your search as often as you want by changing the letter in the PAGING field from F to B and back again.

23 Move the cursor to the DETAIL field. Type a **1** or a **2** or a **3** next to the word DETAIL. Press ENTER.

You should now get a "detailed" record for one of the three items about cats that was displayed on your screen. Notice that the detailed record includes the name and place of publication, as well as other additional information about the item.

24 Now hit ENTER again. You should see your list of "cat" items displayed on the screen again.

You can see "detailed" information about any item in your search by typing a number from 1 to 3 in the DETAIL field and pressing ENTER.

25 Now type **computers** over the word **cats** in the SUBJECT field.

26 Move the cursor to the RESOURCE TYPES field and type an **f**. Now press ENTER. You should get a short list of films about computers on the screen. Each item displayed on the screen should have the word "Film" at the beginning of the call number.

27 Retype the letter "C" in the word COMPUTERS (i.e., type a small **c** over the capital C).

28 Move the cursor to the RESOURCE TYPES field and type a **v**. Then press ENTER.

You should get a list of videotapes about computers on the screen. Each item on the screen should have the letters "Vtr" at the beginning of the call number.

Whenever you type something in the RESOURCE TYPES field, you must **also** type something in the AUTHOR, TITLE or SUBJECT field before you press ENTER.

If you are "re-using" old search terms, it is enough just to retype a single letter. This is what you did when you re-typed the "c" in "computers."

29 Now do more searches on computers by typing any of the following letters in the RESOURCE TYPES field:

"f" for films;
"v" for videotapes;
"b" for books;
"g" for government publications;
"p" for periodicals.

Try using different combinations of these letters at the same time. However, remember to retype the "c" in "computers" before you press ENTER.

30 Repeat the BROWSE Practice Exercise until you feel comfortable with the BROWSE terminal and its features.

PROGRESS CHECK FOR SLO 4

The following illustration represents a BROWSE screen of three items. Study the illustration and then answer the questions on the following page:

```
CALL NO: Ref Z 52.25 .L36 1986                                  129882
LOCATION: Reference
TITLE/AUTHOR: Illustrated dictionary of word processing / Larry
   Langman

CALL NO: Tape HF 5548.115 .W678 1979                            127068
LOCATION: Main stacks
TITLE: Word processing training (sound recording)


CALL NO: HF 5548.115 .M95 1985                                  126798
LOCATION: Main stacks
TITLE/AUTHOR: Opportunities in word processing / Marianne
   Forrester Munday



59 TITLES WERE FOUND.  PRESS ENTER TO CONTINUE DISPLAY


MODE      SUBJECT: WORD PROCESSING
            TITLE:
           AUTHOR:
HELP              DETAIL   PAGING F    RESOURCE TYPES    41-BROWSE
```

1. What is the call number of the third item on the screen?

_____

2. What kind of an item is the third item? (book, government publication, periodical, film, or videotape)

_____

3. What is the title of the second item?

_____

4. What are the search words that were used to cause these items to be displayed on the screen?

_____

5. How many "titles" (items) were found for this search?

_____

6. What key would you press to see the next three items in this search?

_____

ANSWERS TO PROGRESS CHECK FOR SLO 4

1. HF 5548.115 .M95 1985
2. Book
3. Word processing training
4. Word processing
5. 59
6. Enter key

BROWSE COM

THE LIBRARY, RED RIVER COMMUNITY COLLEGE

WHAT IS BROWSE COM?

The word "COM" stands for "Computer Output Microfiche". It refers to an information system that converts computer data into a readable format on four-by-six-inch cards known as microfiche. BROWSE COM is a subsystem of the BROWSE ONLINE (the BROWSE computer catalogue) and is produced by tapes generated from the online system.

HOW CURRENT IS BROWSE COM?

BROWSE COM lists over 99% of the items held in the library. It is produced twice a year.

WHAT'S IN BROWSE COM?

BROWSE COM lists virtually all the titles that appear in BROWSE ONLINE with the exception of:

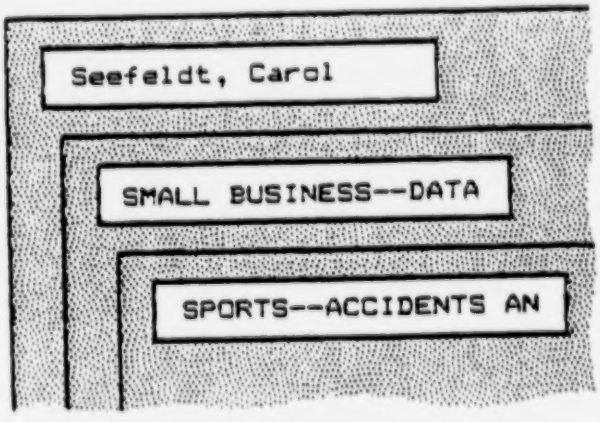
1. Items which have been added to the library since the last BROWSE COM update.
2. Items which are on order, but which have not yet been received;
3. Library holdings of magazines, journals and other periodicals.

All resource types are listed, including books, periodicals, government documents and audiovisual materials.

Periodical titles, although listed, do not include the library's holdings. If you require holdings information, consult BROWSE ONLINE or the RRCC Library Periodicals List; or ask for help at the Information Desk.

HOW DO I FIND THE RIGHT FICHE?

Authors, titles and subjects are combined in one alphabetical sequence. To find the fiche which contains the part of the alphabet you are intrested in, look at the header in the upper left corner.



In the example, the top fiche contains all the author, title and subject entries which fallbetween **Seefeldt, Carol** (an author entry) and **SMALL BUSINESS --DATA** (a subject entry).

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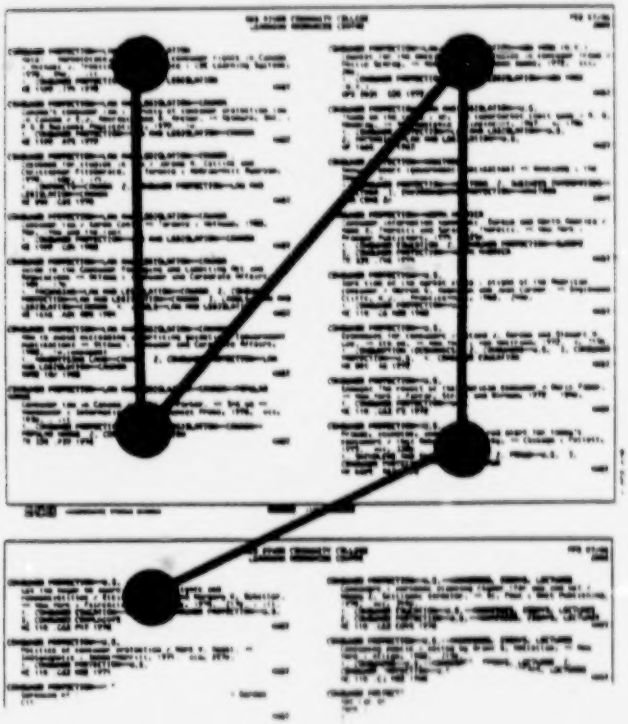
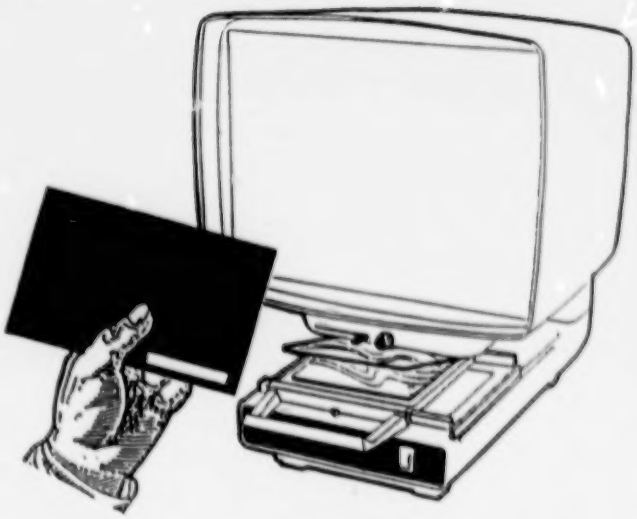
The middle fiche contains all the entries between **SMALL BUSINESS--DATA** and **SPORTS--ACCIDENTS AN.**

In all cases, the header in the upper left corner of the fiche represents the first entry on the fiche.

WHAT'S ON THE FICHE?

Each fiche contains up to 268 "pages" of information, each page containing about 15 listings; so each fiche is the equivalent of about 4,000 catalogue cards. The "pages" on each fiche are laid out in 18 vertical columns. There are 15 "pages" in each each column. Read the columns from top to bottom.





HOW DOES FICHE READER WORK?

1. Turn on the reader. You can choose between high and low brightness."

2. Pull the fiche carrier handle toward you until the two pieces of glass pop open.

3. Insert the fiche between the two pieces of glass. The fiche should be face up, with the top edge toward you.

4. Push the fiche carrier handle in until an image appears on the screen. By moving the fiche carrier handle in and out, and to the left and right, you can make any part of the fiche appear on the screen.

5. Once you have found the listing(s) you want to see, remove the fiche from the reader and refile it in the proper pocket in the binder.

6. Turn off the reader.

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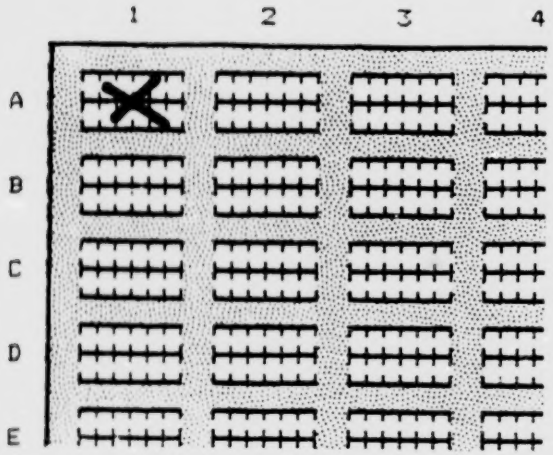


Portion of microfiche card showing "pages"

HOW DOES THE INDEX WORK?

You can use the index that appears at the bottom right corner of each fiche to find the grid location of pages that contain particular entries.

The diagram (left) represents the page layout on a fiche. The first page on the fiche has the grid location A-1.

In the example below, the index tells you that O-17 is the grid location of the page that has COOKERY, CANADIAN as its first entry. The index lists only the first entry on the page. The grid location number appears at the bottom of each page.

RED RIVER COMMUNITY COLLEGE

COOKERY, CANADIAN
Food--a la Canadienne [Government publication] -- Ottawa : Agriculture Canada, 1976. 96 p.
1. COOKERY, CANADIAN
GOVT A73 1316/ 1976

COOKERY, CANADIAN
Gourmet's Canada / Sondra Gotlieb. -- Toronto : New Press, 1972. 290 p. : ill
1. COOKERY, CANADIAN 2. RESTAURANTS, LUNCH ROOMS, ETC. -- CANADA LOCATION: Main stacks
TX 715 .G67 1972

COOKERY, CANADIAN
Laura Secord Canadian cook book / Canadian Home Economics Association. -- Toronto : McClelland and Stewart, 1966.
192p. col. : ill

COOKERY, CANADIAN--NOVA SCOTIA--JUVENILE LITERATURE
Pepper makes me sneeze / Mary Eliza Franklyn. -- Halifax, N.S. : Petheric Press, 1978. 120p. : ill
1. COOKERY, CANADIAN--NOVA SCOTIA--JUVENILE LITERATURE
Juv TX 652.5 .F73 1978 LOCATION: Juvenile

COOKERY (CEREALS)
Cooking with wholegrains / Mildr
: Farrar, Straus & Giroux, 1971.
1. COO
TX 808

COOKERY (
Cheese
an add
New Yo
1. COO
SF 271

COOKERY (
Cheese
House,

COOKERY (
Serve
June C
1. COO
TX 830 .C75 1969

D17 Converting test data
E17 Conveyor equipment maint
F17 Conyngton, Thomas
G17 Cook, Fred Solomon
H17 Cook, Peter
I17 Cook the earth: quick an
J17 Cooke, O.R.
K17 COOKERY
L17 COOKERY
M17 COOKERY
N17 COOKERY (BABY FOOD)
O17 COOKERY, CANADIAN
A18 COOKERY--COMPETITION
B18 COOKERY (EGGS)
B18 COOKERY FOR INSTITUTION
D18 COOKERY (GAME)
E18 COOKERY, INDIAN
F18 COOKERY, INTERNATIONAL

O17

p 42 D

EXPLANATION OF ENTRIES

Author entry (listing under author's name)

Converse, Paul Dulaney
Elements of marketing / Paul D. Converse, Harvey H. Huegy (and) Robert V. Mitchell. -- 7th ed. -- Englewood Cliffs, N.J. : Prentice-Hall, 1965. xv, 710 p. : ill.
1. MARKETING
HF 5415 .C55 1965 LOCATION: Main stacks

"See" reference

CONVERSION OF WASTE PRODUCTS See:
RECYCLING (WASTE, ETC.)

Title entry (listing under item's title)

Convertible and New Yorker body service
Convertible and New Yorker body service [videorecording] -- s.l. : Chrysler Canada, 1983. 1 cassette (Betamax) (1 hr.) sd. col. ; 1/2" (Master technician service conference)
1. AUTOMOBILES--BODIES--MAINTENANCE AND REPAIR 2. CHRYSLER AUTOMOBILE 3. DODGE AUTOMOBILE
Vtr TL 255 .C655 1983 LOCATION: Audio Visual stacks

SUBJECT entry (listing under item's subject)

CONVERTIBLE BONDS
Investing & speculating with convertibles / Sidney Fried. -- New York : R.H.M. Associates of Delaware, 1968. 86p.
1. CONVERTIBLE BONDS 2. INVESTMENTS 3. STOCKS
HF 4651 .F74 1968 LOCATION: Main stacks

"See also" reference

CONVEYANCING See also:
LAND TITLES
LEASES
MORTGAGES

Items are listed by author, title and subject in one alphabetical sequence. Items include books, periodicals (i.e., magazines, newspapers, etc.) and audiovisual items (e.g., films).

Call numbers appear at the bottom left corner of each entry. They tell you the exact shelf location of an item, and lead you to other items in the same general subject area.

LOCATION codes appear at the bottom right corner of each entry and tell you the general location of an item. Some of these locations are special areas inside the library (e.g., the Reference collection) while others are outside the library (e.g., the Learning Centres). Ask for help at the Information Desk if you don't know where to start looking for an item.

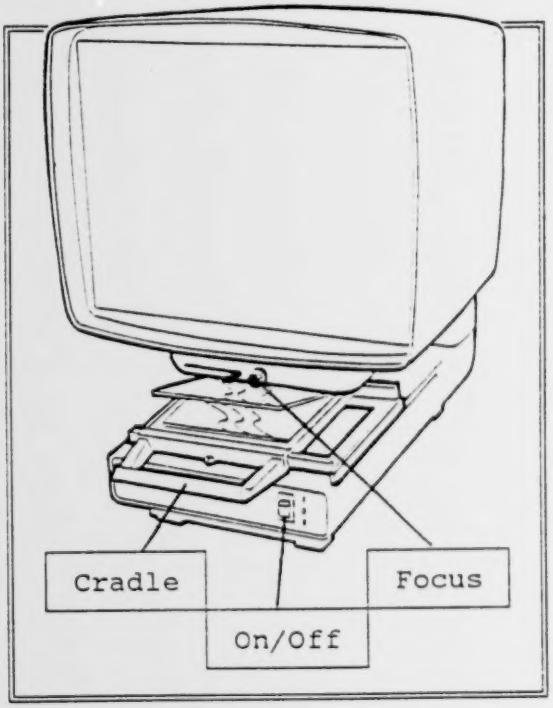
SPECIFIC LEARNING OBJECTIVE 5
SLO 5: Use BROWSE-COM

LEARNING ACTIVITIES FOR SLO 5	
LEARNING ACTIVITY	**RESOURCE**
1. Read BROWSE-COM guide. 2. Do BROWSE-COM Practice Exercise. 3. Do Progress Check. 4. Do Self-Marked Test on SLO's 4 and 5. PROCEDURE: Do test without reference to Information Sheets. Check answers with key. Score results. If you scored 80% or better, go on to SLO 6-7. If you didn't score 80% or better, study and re-take the test.	1. This Compac 2. This Compac 3. This Compac 4. This Compac

BROWSE-COM PRACTICE EXERCISE

NOTE: If you run into problems at any stage of this exercise, ask for help at the Information Desk.

1 The diagram at right represents a BROWSE-COM microfiche reader like one of those at the front of the library (map location "U" on the map in SLO-2.) Use the diagram to find the **on-off switch**, the **microfiche cradle**, and the **focus adjustment** on one of the BROWSE-COM micro-fiche readers.



2 Pull the handle of the microfiche cradle toward you until the two pieces of glass pop open. Move the cradle back and forth and from side to side until you are satisfied that you know how it works.

3 Now open the black ring binder that contains the BROWSE-COM microfiche catalogue. Choose one of the microfiche cards and put it into the microfiche cradle between the two sheets of glass. The microfiche should go into the cradle flat, face up, and with the yellow stripe on the edge closest to you.

4 Turn the BROWSE-COM reader on.

5 Now push the cradle forward until the two pieces of glass close shut. You should see some catalogue listings on the screen.

6 If the listings are out of focus, adjust the focus. If this doesn't help, make sure that the microfiche card is flat between the two pieces of glass in the cradle.

7 If the listings are backwards or upside-down, flip the microfiche card over or turn it around in the cradle.

8 Note that the microfiche card is made up of "pages" of listings framed by a rectangular border. Move the cradle until one of these borders fits into the BROWSE-COM reader screen.

9 The pages on the microfiche card are laid out in vertical rows. When you pull the handle of the cradle toward you, the screen seems to move DOWN the row of pages. Pull the handle until you reach the bottom of the row.

10 You now have to move to the top of the next row to the right to see the next page. Move the cradle one page to the right. Then push the cradle in all the way, until you reach the top of the same row.

11 All the listings on the fiche card are in alphabetical order, starting with the page in the top left corner of the fiche and ending with the bottom right corner. You can find the part of the alphabet you are interested in simply by moving the cradle back and forth and from side to side. Move the cradle around until you are satisfied that you are able to locate any part of the alphabet you are looking for.

12 Shut off the BROWSE-COM reader while the fiche listings are still visible on the screen. This way, you can be sure that the reader has really been shut off.

The screen goes black when you pull the microfiche cradle toward you, so it looks as though the machine has been turned off when it is still on.

13 Pull out the cradle until the two pieces of glass pop apart.

14 Remove the microfiche from the cradle and put it back in its pocket in the binder. Check the microfiche cards above and below it to make sure that it is in its proper place.

15 Repeat the <u>BROWSE-COM Exercise</u> until you are comfortable with your ability to use BROWSE-COM.

PROGRESS CHECK FOR SLO 5

The following illustration represents a series of four BROWSE-COM listings. Study the illustration and then answer the questions on the next page.

SECRETARIES
Breaking the secretary barrier : how to get out from behind the typewriter and into a management job / Janet Dight. -- New York ; Toronto : McGraw-Hill, 1986. xv, 303p.
1. SECRETARIES 2. WOMEN EXECUTIVES 3. MANAGEMENT
HF 5547.5 .D54 1986 LOCATION: Main stacks

SECRETARIES
Revolt : secretaries and the changing office [videorecording] -- Toronto : TV Ontario, 1985. 1 cassette (Beta I) (30 min.) : sd., col. ; 1/2 in. (Automating the office, 3.)
1. OFFICE PRACTICE--AUTOMATION 2. SECRETARIES 3. CLERKS--EFFECT OF AUTOMATION ON
Vtr HF 5548.2 .R39 1985 LOCATION: Audio Visual stacks

SECRETARIES--HANDBOOKS, MANUALS, ETC.
Canadian secretary's handbook -- new ed. -- Don Mills, Ont. : Collier Macmillan, 1983. 546 p.
1. SECRETARIES--HANDBOOKS, MANUALS, ETC. 2. OFFICE PRACTICE--HANDBOOKS, MANUALS, ETC.
Ref HF 5547.5 .C35 1983 LOCATION: Reference

SECRETARIES--VOCATIONAL GUIDANCE
Opportunities in secretarial careers / Blanche Ettinger. -- Lincolnwood, Ill. : VGM Career Horizons, 1984. vi, 147p. : ill.
1. SECRETARIES--VOCATIONAL GUIDANCE
HF 5547.5 .E88 1984 LOCATION: Main stacks

1. What is the call number of the first item?

_____

2. What kind of an item is the first item? (book, cassette tape, periodical, film, or videotape)

_____

3. What is the call number of the second item?

_____

4. What kind of an item is the second item? (book, cassette tape, periodical, film, or videotape)

_____

5. One of the four items is also listed in BROWSE-COM under the subject heading "OFFICE PRACTICE--AUTOMATION." Which one? (first, second, third or fourth)

_____

ANSWERS TO PROGRESS CHECK FOR SLO 5

1. HF 5547.5 .D54 1986
2. Book
3. Vtr HF 5548.2 .R39 1985
4. Videotape
5. Second

SELF-MARKED TEST ON SLO 4-5

The questions in PART A are worth two marks each for a total of ten. The questions in PARTS B and C are worth one mark each for a total of ten. In order to pass the test you must score a total of 16 out of 20.

PART A

1. In order to get BROWSE to respond to your search words, you must press (Circle the correct letter or letters):

(A) One of the TAB keys
(B) The RESET key
(C) The ENTER key
(D) Any of the above

2. Putting a SLASH (/) AFTER the first few letters of a search word (Circle the correct letter or letters):

(A) Searches for all words that begin with these same letters
(B) Excludes the search word from your search
(C) Makes no difference to the results of your search
(D) May cause damage to the computer terminal

3. To get rid of leftover letters or search words in the field you are typing in, you should use (Circle the correct letter or letters):

(A) The ERASE END-OF-FIELD key
(B) The space bar
(C) The backspace key
(D) The slash key

4. In BROWSE-COM listings authors, titles and subjects are:

(A) Filed in three separate parts of the BROWSE-COM catalogue
(B) Interfiled in one alphabetical sequence
(C) Filed with authors and titles in one section and subjects in another
(D) None of the above

5. BROWSE-COM listings include:

(A) Items that are on order but not yet received in the library
(B) Holdings information about magazines and journals
(C) Everything listed in the BROWSE computer terminals
(D) None of the above

PART B

Fill in each blank using the most appropriate word from this list:

RESET	RESOURCE TYPES	DETAIL	ENTER	SLASH	SUBJECT
TAB	SPACE BAR	PAGING	MODE	HELP	BACKSPACE

6. Type a number from 1 to 3 in the _____ field to see the full computer record for any item displayed on the BROWSE screen.

7. Type the code letters F and V in the _____ field to exclude everything from your search but films and videotapes.

8. Type a _____ in front of any search word if you want to exclude it from your search.

9. Change the letter F to a B in the _____ field if you want to look back over the listings in your search.

10. Hit the _____ key each time you want to see the next three items in your search.

PART C

Some of these statements are true and others are false. Circle the "T" if the statement is true and the "F" if the statement is false.

11. T F You must clear the screen before starting a new search.

12. T F The title and author's name are separated by a slash (/) in BROWSE listings.

13. T F Periodical listings have no call numbers.

14. T F Peoples' names must be capitalized when used as search words.

15. T F You can type search words in all three of the AUTHOR, TITLE and SUBJECT fields at once for the same search.

ANSWERS TO SELF-MARKED TEST ON SLO 4-5

1. (C) The ENTER key

2. (A) Searches for all words that begin with these same letters

3. (A) The ERASE END-OF-FIELD key
   OR
   (B) The space bar

4. (B) Interfiled in one alphabetical sequence

5. (D) None of the above

6. Type a number from 1 to 3 in the DETAIL field to see the full computer record for any item displayed on the BROWSE screen.

7. Type any of the code letters F and V in the RESOURCE TYPES field to exclude everything from your search but films and videotapes.

8. Type a SLASH in front of any search word if you want to exclude it from your search.

9. Change the letter F to a B in the PAGING field if you want to look back over the listings in your search.

10. Hit the ENTER key each time you want to see the next three items in your search.

11. False. You need not clear the screen.

12. True.

13. True.

14. False. You need not use capitals.

15. False. You can use any TWO fields at the same time.

SPECIFIC LEARNING OBJECTIVES 6 AND 7
SLO 6: Read and translate media codes SLO 7: Read and translate location codes

LEARNING ACTIVITIES FOR SLO 6-7	
LEARNING ACTIVITY	**RESOURCE**
1. Read the list of Media and Location codes on page 8 of the BROWSE guide.	1. This Compac
2. Review page 5 of the BROWSE guide and the last page of the BROWSE-COM guide to familiarize yourself with the locations of media and location codes in BROWSE and BROWSE-COM listings.	2. This Compac
3. Do Progress Check.	3. This Compac
4. Do Self-Marked Test on SLO's 6 and 7. PROCEDURE: Do test without reference to Information Sheets. Check answers with key. Score results. If you didn't score 80% or better, study and re-take the test.	4. This Compac
5. Schedule Final Test on Compac.	5. Educational Assistant, E-214

PROGRESS CHECK FOR SLO 6-7 (PART A)

The following illustration represents a BROWSE screen of three items. Study the illustration and then answer the questions on the following page.

```
CALL NO: Ref Z 52.25 .L36 1986                                  129882
LOCATION: Reference
TITLE/AUTHOR: Illustrated dictionary of word processing / Larry
   Langman

CALL NO: Vtr HF 5548.2 .R39 1985                                127068
LOCATION: Audio Visual stacks
TITLE: Revolt : secretaries and the changing office
   (videorecording)

CALL NO: HF 5548.115 .M95 1985                                  126798
LOCATION: Main stacks
TITLE/AUTHOR: Opportunities in word processing / Marianne
   Forrester Munday


59 TITLES WERE FOUND.  PRESS ENTER TO CONTINUE DISPLAY


MODE      SUBJECT: WORD PROCESSING
            TITLE:
           AUTHOR:
HELP              DETAIL   PAGING F    RESOURCE TYPES    41-BROWSE
```

1. Which item is found in the Audio Visual stacks (first, second, or third item)?

_____

2. Which item is found in the Reference collection? (first, second, or third item)?

_____

3. Which item is a circulating book which you would look for in the main book stacks (first, second, or third item)?

_____

PROGRESS CHECK FOR SLO 6-7 (PART B)

The following illustration represents a series of four BROWSE-COM listings. Study the illustration and then answer the questions on the following page.

SECRETARIES
Breaking the secretary barrier : how to get out from behind the typewriter and into a management job / Janet Dight. -- New York ; Toronto : McGraw-Hill, 1986. xv, 303p.
1. SECRETARIES 2. WOMEN EXECUTIVES 3. MANAGEMENT
HF 5547.5 .D54 1986 LOCATION: Main stacks

SECRETARIES
Revolt : secretaries and the changing office [videorecording] -- Toronto : TVOntario, 1985. 1 cassette (Beta I) (30 min.) : sd., col. ; 1/2 in. (Automating the office, 3.)
1. OFFICE PRACTICE--AUTOMATION 2. SECRETARIES 3. CLERKS--EFFECT OF AUTOMATION ON
Vtr HF 5548.2 .R39 1985 LOCATION: Audio Visual stacks

SECRETARIES--HANDBOOKS, MANUALS, ETC.
Canadian secretary's handbook -- new ed. -- Don Mills, Ont. : Collier Macmillan, 1983. 546 p.
1. SECRETARIES--HANDBOOKS, MANUALS, ETC. 2. OFFICE PRACTICE--HANDBOOKS, MANUALS, ETC.
Ref HF 5547.5 .C35 1983 LOCATION: Reference

SECRETARIES--VOCATIONAL GUIDANCE
Opportunities in secretarial careers / Blanche Ettinger. -- Lincolnwood, Ill. : VGM Career Horizons, 1984. vi, 147p. : ill.
1. SECRETARIES--VOCATIONAL GUIDANCE
HF 5547.5 .E88 1984 LOCATION: Main stacks

4. Which of these four items is an audiovisual item? (first, second, third or fourth)

_____

5. Which of these four items should you look for in the main book stacks? (first, second, third or fourth)

_____

6. Which items are located INSIDE the RRCC Library? (first, second, third or fourth)

_____

ANSWERS TO PROGRESS CHECK FOR SLO 6-7

PART A

1. Second
2. First
3. Third

PART B

4. Second
5. First and fourth
6. All four

SELF-MARKED TEST ON SLO 6-7

Part A and Part B of the following test are each worth ten marks for a total of twenty. In order to pass the test, you must score a total of 16 out of 20.

PART A

From the list provided, fill in each blank with the proper media or location code. Each part of this question is worth one mark.

Film	Fsp	Kit	Vtr	Ref	Tran	Vdsc
Juv	Micb	Tape	Mrdf	Sld	Map	GOVT

1. Sets of slides: _____
2. Children's books: _____
3. 16 millimeter films: _____
4. Computer disks: _____
5. Cassette tapes: _____
6. Videotapes: _____
7. Filmstrips without sound: _____
8. Slide/tapes or sound filmstrips: _____
9. Reference books: _____
10. Maps: _____

PART B

Some of the following statements are true and some are false. Circle "T" if the statement is true and "F" if the statement is false. Each correct answer is worth two marks.

11. T F All audiovisual materials are located in the Audio Visual stacks.

12. T F The media code Fsp refers to 16 millimeter films.

13. T F The media code Per refers to magazines, journals and other periodicals.

14. T F Some of the items listed in BROWSE and BROWSE-COM are located outside Red River Community College.

15. T F All the items listed in BROWSE and BROWSE-COM are located within the City of Winnipeg.

ANSWERS TO SELF MARKED TEST ON SLO 6-7

1. Sets of slides: Sld
2. Children's books: Juv
3. 16 millimeter films: Film
4. Computer disks: Mrdf
5. Cassette tapes: Tape
6. Videotapes: Vtr
7. Filmstrips without sound: Fsp
8. Slide/tapes or sound filmstrips: Kit
9. Reference books: Ref
10. Maps: Map
11. False. Some audiovisual materials are located in the Learning centres, while cassette tapes are shelved in the main stacks.
12. False. Fsp is the media code for filmstrips.
13. True.
14. True.
15. False. BROWSE also covers items located at Red River Community College Regional Centres -- for example, the one at Portage La Prairie.

Date _____

STUDENT COMPAC CRITIQUE

Please complete this form when you finish this COMPAC and turn it in to your instructor. Use the back of the page for comments if you need more space.

1. How much time did it take you to complete the learning activities and examination for this COMPAC? _____ hours

2. Were the objectives clearly stated?
   Comment: _____ Yes___ No___

3. Were you tested according to the objectives that were stated?
   Comment: _____ Yes___ No___

4. Were the learning activities clear and in sequence?
   Comment: _____ Yes___ No___

5. Did the learning activities provide a variety of ways to learn?
   Comment: _____ Yes___ No___

6. If information sheets were part of the COMPAC, were they helpful?
   Comment: _____ Yes___ No___

7. Was the COMPAC sequence in logical order?
   Comment: _____ Yes___ No___

8. Was this COMPAC attractively laid out?
   Comment: _____ Yes___ No___

9. What do you consider to be the strongest point(s) of this COMPAC?
   _____

10. What do you consider to be the weakest point(s) of this COMPAC?
    _____

11. The improvements you would suggest for this COMPAC are:
    _____

    _____

12. The errors/omissions you noted in this COMPAC are: _____

    _____

COURSE	DEPARTMENT	COMPAC	SKILL AREA	ORIGINATED	REVISED
Sec'y/CB	Bus. Ed.	OA03	A	10/87	07/90

Manitoba Community Colleges

COMPAC OA03

KNOWLEDGE TEST NO. 1

NAME: _____

STUDENT NUMBER: _____

CLASS: _____

DATE: _____

COMPETENCY: USING LIBRARIES AND THEIR RESOURCES

TIME: 30 MINUTES

TOTAL POSSIBLE: 20 **TOTAL ACHIEVED:** _____

TOTAL REQUIRED: 16 **LETTER GRADE:** _____

COURSE	DEPARTMENT	COMPAC	SKILL AREA	ORIGINATED	REVISED
Sec'y/CB	Bus. Ed.	OA03	A	10/87	07/90

PART A

(3)

1. For half a mark each, list six different types of materials other than books and films which are found in the RRCC Library. (3 marks)

_____ _____

_____ _____

_____ _____

PART B

Each of the following questions asks where to find a particular item in the RRCC Library. Find each item on the RRCC Library Map (issued to you with this test) and put the appropriate map location letter in the blank space. (3 marks)

(3)

2. Where should you look for this month's issue of Sports Illustrated?

MAP LOCATION: _____

3. If you wanted to use a periodical index to look up magazine articles on a subject, where would you go to find one?

MAP LOCATION: _____

4. If you wanted to see a sixteen millimeter film that your instructor has shown to the class, where should you go to inquire about this?

MAP LOCATION: _____

PART C

In the questions below, you are given a series of call numbers in "scrambled" order. What you are supposed to do is figure out the proper order for the call numbers -- that is, which should come first, second, third and fourth. Put numbers 1, 2, 3 and 4 in the blank next to each call number to show what order they **should** be in. (3 marks)

Here is a sample question with the numbers filled in:

Sample Question:

Read the following call numbers and put them into proper order:

(A) _3__ HB 2201 .M25 P66 1986

(B) _1__ FC 3361 .C628 1987

(C) _4__ Z 1392 .M35 B42 1986

(D) _2__ HB 2201 .M25 M25 1982

5. Read the following call numbers and put them into proper order:

(A) _____ TX 911.5 .T73 1979

(B) _____ HB 2201 .M25 P66 1986

(C) _____ Z 682 .W65 1985

(D) _____ HD 8103 .C65 1980

(3)	6. Read the following call numbers and put them into proper order: (A) _____ HF 5736 .P2 1973 (B) _____ HF 5736 .G56 1981 (C) _____ HF 5736 .J6 1974 (D) _____ HF 5736 .B3 1967 7. Read the following call numbers and put them into proper order: (A) _____ Kit HF 5635 .M49 1985 (B) _____ Fsp HD 70 .C2 M56 1982 (C) _____ Vtr HD 1503 .P1 1979 (D) _____ Vtr TX 911.5 .T73 1981

PART D

Here is the BROWSE record for an item in the RRCC Library. Examine it carefully and fill in the blanks:

```
CALL NO: Tape QA 76 .G66 1982                              121214
LOCATION: Main stacks
TITLE/AUTHOR: Basic computer concepts / David Goodstein
   (sound recording)
```

(4)

8. What is the item's call number? _____

9. What is the author's name? _____

10. Where is the item located? _____

11. What is the item's media code? _____

PART E

Here is the BROWSE-COM record for an item in the RRCC Library. Examine it carefully and fill in the blanks:

```
Crackpot
   Crackpot / Adele Wiseman. -- Toronto : McClelland and
   Stewart, 1974.  300 p
   1. CANADIAN FICTION
   PS 8595 .I83 C72 1974                LOCATION: Main stacks
```

(2)

12. What is the item's call number? _____

13. Where is the item located? _____

PART F	
Fill in each blank using the most appropriate code from this list: Film Fsp Kit Vtr Ref Tran Vdsc Juv Per Tape Mrdf Sld Map GOVT	
(5)	14. 16 millimeter films: _____ 15. Sets of slides: _____ 16. Filmstrips: _____ 17. Reference books: _____ 18. Slide/tapes or sound filmstrips: _____
(20)	**TOTAL**

ANSWERS TO KNOWLEDGE TEST #1

PART A

1. Any six of the following are acceptable as answers:

Cassette tapes	Maps
Clippings	Microfiche
College calendars	Microfilm
Company annual reports	Newspapers
Computer programs	Pamphlets
Filmstrips	Slide/Tapes
Government publications	Transparencies
Kits	Videodiscs
Magazines	Videotapes

PART B

2. MAP LOCATION: X____

3. MAP LOCATION: H____

4. MAP LOCATION: Q____

PART C

5. (A) 3____ TX 911.5 .T73 1979
   (B) 1____ HB 2201 .M25 P66 1986
   (C) 4____ Z 682 .W65 1985
   (D) 2____ HD 8103 .C65 1980

6. (A) 4____ HF 5736 .P2 1973
   (B) 2____ HF 5736 .G56 1981
   (C) 3____ HF 5736 .J6 1974
   (D) 1____ HF 5736 .B3 1967

7. (A) 3 Kit HF 5635 .M49 1985
   (B) 1 Fsp HD 70 .C2 M56 1982
   (C) 2 Vtr HD 1503 .P1 1979
   (D) 4 Vtr TX 911.5 .T73 1981

PART D

8. Tape QA 76 .G66 1982
9. David Goodstein
10. Main stacks
11. Tape

PART E

12. PS 8595 .I83 C72 1974
13. Main stacks

PART F

14. Film
15. Sld
16. Fsp
17. Ref
18. Kit

Manitoba Community Colleges

COMPAC OA03

KNOWLEDGE TEST NO. 2

NAME: _____

STUDENT NUMBER: _____

CLASS: _____

DATE: _____

COMPETENCY: USING LIBRARIES AND THEIR RESOURCES

TIME: 30 MINUTES

TOTAL POSSIBLE: 20 **TOTAL ACHIEVED:** _____

TOTAL REQUIRED: 16 **LETTER GRADE:** _____

COURSE	DEPARTMENT	COMPAC	SKILL AREA	ORIGINATED	REVISED
Sec'y/CB	Bus. Ed.	OA03	A	10/87	07/90

PART A

(3)

1. For half a mark each, list six different types of materials <u>other than videotapes and books</u> which are found in the RRCC Library. (3 marks)

_____ _____

_____ _____

_____ _____

PART B

Each of the following questions asks where to find a particular item in the RRCC Library. Find each item on the <u>RRCC Library Map</u> (issued to you with this test) and put the appropriate map location letter in the blank space. (3 marks)

(3)

2. Where should you look for a 1985 paper issue of <u>Maclean's</u> magazine?

MAP LOCATION: _____

3. The RRCC Library has the annual report of the Black and Decker Corporation. Where would you expect to find it?

MAP LOCATION: _____

4. If you wanted to borrow a videotape player for classroom use, where would you go to book it?

MAP LOCATION: _____

PART C

In the questions below, you are given a series of call numbers in "scrambled" order. What you are supposed to do is figure out the proper order for the call numbers -- that is, which should come first, second, third and fourth. Put numbers 1, 2, 3 and 4 in the blank next to each call number to show what order they **should** be in. (3 marks)

Here is a sample question with the numbers filled in:

Sample Question:

Read the following call numbers and put them into proper order:

(A) _3_ HB 2201 .M25 P66 1986

(B) _1_ FC 3361 .C628 1987

(C) _4_ Z 1392 .M35 B42 1986

(D) _2_ HB 2201 .M25 M25 1982

5. Read the following call numbers and put them into proper order:

(A) _____ HD 8103 .C65 1980

(B) _____ FC 3361 .C628 1987

(C) _____ Z 1392 .M35 B42 1986

(D) _____ LB 2334 .I884 1983

(3)	6. Read the following call numbers and put them into proper order: (A) _____ QA 76.73 .B3 L475 1986 (B) _____ QA 76.73 .C13 H67 1986 (C) _____ QA 76.73 .P356 L5 1984 (D) _____ QA 76.6 .A255 1985 7. Read the following call numbers and put them into proper order: (A) _____ Vtr HF 5547.5 .D54 1986 (B) _____ Fsp HF 5547.5 .D36 1982 (C) _____ Kit HF 5736 .P2 1973 (D) _____ Kit HD 70 .C2 M56 1982

PART D

Here is the BROWSE record for an item in the RRCC Library. Examine it carefully and fill in the blanks:

```
CALL NO: Ref RC 1206 .T88 1986                          132359
LOCATION: Reference
TITLE/AUTHOR: Encyclopedic dictionary of sports medicine /
   David F. Tver
```

(4)

8. What is the item's call number? _____

9. What is the author's name? _____

10. Where is the item located? _____

11. What is the item's media code? _____

PART E

Here is the BROWSE-COM record for an item in the RRCC Library. Examine it carefully and fill in the blanks:

```
CREATIVE ABILITY
   Creativity training : become creative in 30 days /
   Warner Kirst (and) Ulrich Diekmeyer. -- English ed. --
   New York : Wyden, 1973.  122 p. : ill.
   1. CREATIVE ABILITY
   BF 403 .K555 1973                    LOCATION: Main stacks
```

(2)

12. What is the item's call number? _____

13. Where is the item located? _____

PART F	
Fill in each blank using the most appropriate code from this list: Film Fsp Kit Vtr Ref Tran Vdsc Juv Per Tape Mrdf Sld Map GOVT	
(5)	14. Reference books: _____ 15. Government publications: _____ 16. Children's books: _____ 17. Cassette tapes: _____ 18. Videotapes: _____
(20)	**TOTAL**

ANSWERS TO KNOWLEDGE TEST #2

PART A

1. Any six of the following are acceptable as answers:

Cassette tapes	Magazines
Clippings	Maps
College calendars	Microfiche
Company annual reports	Microfilm
Computer programs	Newspapers
Films	Pamphlets
Filmstrips	Slide/tapes
Government publications	Transparencies
Kits	Videodiscs

PART B

2. MAP LOCATION: V____

3. MAP LOCATION: A____

4. MAP LOCATION: Q____

PART C

5. (A) 2____ HD 8103 .C65 1980
   (B) 1____ FC 3361 .C628 1987
   (C) 4____ Z 1392 .M35 B42 1986
   (D) 3____ LB 2334 .I884 1983

6. (A) 2____ QA 76.73 .B3 L475 1986
   (B) 3____ QA 76.73 .C13 H67 1986
   (C) 4____ QA 76.73 .P356 L5 1984
   (D) 1____ QA 76.6 .A255 1985

7. (A) 3 Vtr HF 5547.5 .D54 1986
   (B) 2 Fsp HF 5547.5 .D36 1982
   (C) 4 Kit HF 5736 .P2 1973
   (D) 1 Kit HD 70 .C2 M56 1982

PART D

8. Ref RC 1206 .T88
9. David F. Tver
10. Reference
11. Ref

PART E

12. BF 403 .K555 1973
13. Main stacks

PART F

14. Ref
15. GOVT
16. Juv
17. Tape
18. Vtr

Manitoba Community Colleges

COMPAC OA03

KNOWLEDGE TEST NO. 3

NAME: _____

STUDENT NUMBER: _____

CLASS: _____

DATE: _____

COMPETENCY: USING LIBRARIES AND THEIR RESOURCES

TIME: 30 MINUTES

TOTAL POSSIBLE: 20 **TOTAL ACHIEVED:** _____

TOTAL REQUIRED: 16 **LETTER GRADE:** _____

COURSE	DEPARTMENT	COMPAC	SKILL AREA	ORIGINATED	REVISED
Sec'y/CB	Bus. Ed.	OA03	A	10/87	07/90

PART A

(3)

1. For half a mark each, list six different types of materials other than magazines and books which are found in the RRCC Library. (3 marks)

_____ _____

_____ _____

_____ _____

PART B

Each of the following questions asks where to find a particular item in the RRCC Library. Find each item on the RRCC Library Map (issued to you with this test) and put the appropriate map location letter in the blank space. (3 marks)

(3)

2. Where should you look for a this month's issue of Fortune magazine?

MAP LOCATION: _____

3. Where would you go to look for an issue of the Toronto Globe and Mail on microfilm?

MAP LOCATION: _____

4. If you wanted to use a microcomputer, where would you go to ask about this?

MAP LOCATION: _____

PART C

In the questions below, you are given a series of call numbers in "scrambled" order. What you are supposed to do is figure out the proper order for the call numbers -- that is, which should come first, second, third and fourth. Put numbers 1, 2, 3 and 4 in the blank next to each call number to show what order they **should** be in. (3 marks)

Here is a sample question with the numbers filled in:

Sample Question:

Read the following call numbers and put them into proper order:

(A) _3_ HB 2201 .M25 P66 1986

(B) _1_ FC 3361 .C628 1987

(C) _4_ Z 1392 .M35 B42 1986

(D) _2_ HB 2201 .M25 M25 1982

5. Read the following call numbers and put them into proper order:

(A) _____ FC 3367 .C628 1987

(B) _____ Z 6945 .U64 1987

(C) _____ HB 2201 .M25 M25 1982

(D) _____ Z 8502 .M82 1962

6. Read the following call numbers and put them into proper order:

(A) _____ BF 722 .B46 1985

(B) _____ BF 722 .C63 1983

(C) _____ BF 722 .J64 1971

(D) _____ BF 722 .L48 1973

7. Read the following call numbers and put them into proper order:

(A) _____ Fsp HF 5548.115 .M95 1985

(B) _____ Kit HF 5548.115 .R668 1983

(C) _____ Vtr HF 1009.5 .C355 1985

(D) _____ Vtr HF 536 .R3 1974

PART D

Here is the BROWSE record for an item in the RRCC Library. Examine it carefully and fill in the blanks:

```
CALL NO: Kit Z 7164 .C81 M34 1980                    126283
LOCATION: Audio Visual stacks
TITLE/AUTHOR: Business periodicals index / Iona R.
   Malanchuk.  (kit)
```

(4)

8. What is the item's call number? _____

9. What is the author's name? _____

10. Where is the item located? _____

11. What is the item's media code? _____

PART E

Here is the BROWSE-COM record for an item in the RRCC Library. Examine it carefully and fill in the blanks:

```
CRIME AND THE PRESS
   Free press and fair trial : some dimensions of the
   problem / Chilton R. Bush. -- Athens : Univ. of Georgia
   Press.  1970.  vii, 133p.
   1. CRIME AND THE PRESS
   KF 4774 .B8 1970                    LOCATION: Main stacks
```

(2)

12. What is the item's call number? _____

13. Where is the item located? _____

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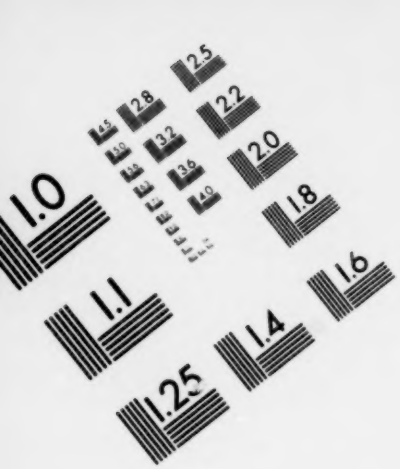
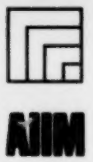
Sec'y/CB	Bus. Ed.	OA03	A	10/87	07/90

PART F	
Fill in each blank using the most appropriate code from this list: Film Fsp Kit Vtr Ref Tran Vdsc Juv Per Tape Mrdf Sld Map GOVT	
(5)	14. Computer disks: _____ 15. Cassette tapes: _____ 16. Videotapes: _____ 17. 16 millimeter films: _____ 18. Periodicals: _____
(20)	**TOTAL**





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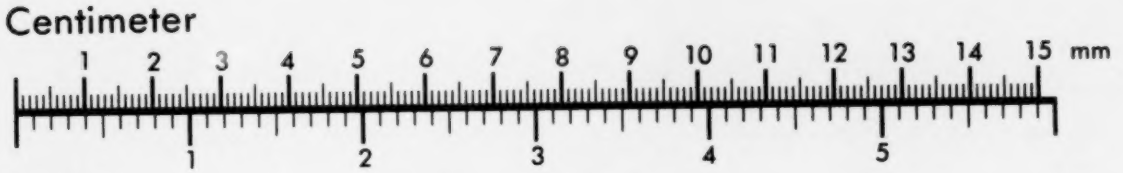

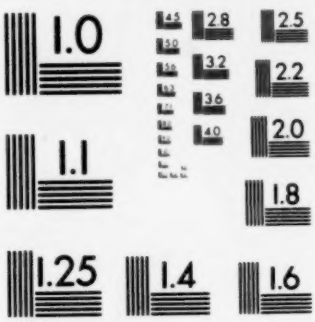

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ANSWERS TO KNOWLEDGE TEST #3

PART A

1. Any six of the following are acceptable as answers:

Cassette tapes	Maps
Clippings	Microfiche
College calendars	Microfilm
Company annual reports	Newspapers
Computer programs	Pamphlets
Films	Slide/Tapes
Filmstrips	Transparencies
Government publications	Videodiscs
Kits	Videotapes

PART B

2. MAP LOCATION: D

3. MAP LOCATION: N

4. MAP LOCATION: C

PART C

5. (A) 1 FC 3367 .C628 1987
   (B) 3 Z 6945 .U64 1987
   (C) 2 HB 2201 .M25 M25 1982
   (D) 4 Z 8502 .M82 1962

6. (A) 1 BF 722 .B46 1985
   (B) 2 BF 722 .C63 1983
   (C) 3 BF 722 .J64 1971
   (D) 4 BF 722 .L48 1973

7. (A) 3 Fsp HF 5548.115 .M95 1985
   (B) 4 Kit HF 5548.115 .R668 1983
   (C) 2 Vtr HF 1009.5 .C355 1985
   (D) 1 Vtr HF 536 .R3 1974

PART D

8. Kit Z 7164 .C81 M34
9. Iona R. Malanchuk
10. Audio Visual stacks
11. Kit

PART E

12. KF 4774 .B8 1970
13. Main stacks

PART F

14. Mrdf
15. Tape
16. Vtr
17. Film
18. Per